

REGULAR MEETING  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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

5:30 p.m. – Regular Meeting  
Tuesday, August 23, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the July 26, 2016 Regular Meeting
- E. Information Items
  - 1. Year End Budget Report
  - 2. Employees Working Out-of-Classification
  - 3. Classification Study Status
- F. Action Items
  - 16-38 Consideration and Approval of Eligibility Lists
    - a. Groundskeeper Worker, Effective 8/18/16
    - b. Occupational Health and Safety Officer, Effective 8/17/16
    - c. Office Assistant III, Effective 8/18/16
    - d. Senior Systems and Network Administrator, Effective 8/12/2016
  - 16-39 Consideration and Approval to Classify New Positions in Established Job Classification Specifications
    - a. Custodian, CCC, Position #5098
  - 16-40 Consideration and Approval of Revised Classification Specification for Chief of Police
  - 16-41 Consideration and Approval of New Classification Specification for Human Resources Assistant
  - 16-42 Presentation and Approval of the Personnel Commission Annual Report for 2015-2016
- G. Future Agenda Items
- H. Director's Report

Personnel Commission Agenda

August 23, 2016

Page 2

- I. Commissioners' Reports
- J. Next Regular Meeting: Tuesday, September 20, 2016
- K. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
July 26, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:  
Pamela Freeman-Fobbs, Chairperson  
Bradley Tahajian, Vice – Chairperson  
Tim Liermann, Commissioner
- Members of Commission staff present were:  
Elba Gomez, Director of Classified Personnel  
Christine Ferguson, HR Analyst  
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:  
Annette Loria, DO  
Samerah Campbell, DO  
Raul Perez, CSEA  
Donna Baker-Geidner, CSEA  
Mary Doyle, FCC  
Sabrina Gray, FCC  
Eleanor Bruce, FCC  
Susan Johnson, FCC  
Carol Rains-Heisdorf, FCC  
Cheryl Sullivan, FCC  
Gerri Santos, FCC
- Public Comment Ms. Grey requested that a discussion on the Working Out-of-Classification process and how the Classification Study will affect pending Working Out-of-Classification analyses be placed on the August 23, 2016 Regular Meeting agenda. Mr. Liermann requested that Ms. Grey submit any supporting documentation to Ms. Gomez for review prior to the next regular meeting.
- Mr. Perez requested that the Working Out-of-Classification status spreadsheet that was previously provided at the Commission meetings be available at future meetings.
- Approval of the Minutes The minutes of the May 25, 2016 Special Meeting were presented for approval.
- Mr. Liermann requested the following changes:  
a. “Mr. Liermann adjourned...” be changed to “Ms. Freeman-Fobbs adjourned...”
- Mr. Tahajian moved to approve the May 25, 2016 Special Meeting minutes as amended. Ms. Freeman-Fobbs seconded the motion, and Mr. Liermann abstained.
- The motion passed as follows:  
Ayes – Ms. Freeman-Fobbs and Mr. Tahajian  
Noes – 0

Abstained – Mr. Liermann

The minutes of the June 28, 2016 Regular Meeting were presented for approval.

Ms. Campbell requested that verbiage on page 3, paragraph 2 be updated. Mr. Tahajian recommended the following changes:

- a. “Ms. Gomez stated that there...” be changed to “Ms. Gomez stated that she...”
- b. “There will only be recommended changes to either classifications or if there are adding/abolishing classifications.” be changed to “Ms. Gomez will only be recommending changes to classifications or adding/abolishing classifications.”

Mr. Liermann moved to approve the June 28, 2016 Regular Meeting 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. Classification Study Working Report

Ms. Gomez presented a final draft of the Classification Study report with proposed titles stating that items highlighted in orange were still pending further review. Ms. Gomez stated that the classifications in orange would be determined once the duties were finalized.

Ms. Gomez stated that the classification timeline would have to be adjusted in order to accommodate the large number of recruitments currently scheduled.

Ms. Baker-Geidner inquired if “Print Services” should be under “Communications” instead of “Information Technology”. Ms. Gomez responded that she would research the appropriate placement.

Ms. Campbell stated that she expected completed classification specifications with salary surveys to be presented to the Board of Trustees for approval.

##### 2. Communication with Personnel Commission

Ms. Baker-Geidner expressed concern that there was no way to contact the Commissioners through the Personnel Commission website. Ms. Gomez referred to Personnel Commission rule 2-23 stating that proposal requests be directed to the Director of Classified Personnel.

Mr. Liermann responded that options would be considered as long as the correct protocols were followed.

##### 3. Experience and Education Substitution

Ms. Baker-Geidner inquired why current job postings did not specifically state experience and education substitution when appropriate. Ms. Gomez responded that the information had to specifically match the current job description to be in legal compliance.

Ms. Campbell suggested that a link be provided on the job announcement that would direct applicants to the Personnel Commission rule that covers experience and education substitution.

Mr. Liermann requested that Ms. Gomez seek counsel from the State Center Community College District General Counsel and return next meeting with response if a link to the Commission rules or other notation could not be added.

4. Working out of  
Classification Status  
(Tabled June 28,  
2016)

Ms. Gomez stated that Jason Meyers requested, via email, that this item be pulled from the agenda. There was no request to table the item.

Action Items

[16-32] Consideration  
and Approval of  
Eligibility Lists

Consideration and Approval of Eligibility Lists

- a. Bookstore Sales Clerk I – Seasonal, Effective 7/5/16
- b. Bookstore Seasonal Assistant, Effective 7/5/16
- c. Building Generalist - Continuous, Effective 7/21/16
- d. Department Secretary PPT – Madera Center, Effective 7/21/16
- e. College Director of Marketing & Communications – Reedley, Effective 6/28/16
- f. Cook – Reedley, Effective 7/7/16
- g. Copy Center Specialist, Effective 7/5/16
- h. Police Officer – Continuous, Effective 7/5/16
- i. Systems Technical Resource Analyst, Effective 7/21/16

Mr. Tahajian inquired why the Police Officer ranking was listed as pass or fail and not scored. Ms. Gomez responded that the position is posted as a continuous recruitment, therefore ranks would change based on each exam outcome, so continuous recruitments always result in lists that are pass/fail.

Mr. Liermann moved to approve item 16-32 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-33] Consideration  
and Approval to Classify  
New Positions in  
Established Job  
Classification  
Specifications

Consideration and Approval of Eligibility List Extension for 6-Months

- a. Upward Bound Assistant, Effective 7/29/15

Mr. Liermann stated that the effective date stated on the Agenda should be 7/29/17 rather than 7/29/15.

Mr. Tahajian moved to approve item 16-33 as amended. Mr. Liermann seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-34] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

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

- a. Financial Aid Manager, FCC, Position #8140
- a. Instructional Technician – Manufacturing FCC, Position #8535
- b. Instructional Technician – Manufacturing (PPT), MC, Position #4059
- c. Student Personnel Services Assistant, FCC, Position #8139

Mr. Liermann moved to approve item 16-34 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-35] Consideration and Approval of Revised Classification Specification for Executive Assistant to the Chancellor (Confidential)

Mr. Liermann inquired if the Chancellor had an opportunity to review the previous job specification prior to recruitment. Ms. Gomez stated that the Chancellor did have an opportunity to review.

Ms. Freeman-Fobbs moved to approve item 16-35 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-36] Consideration and Approval of New Classification Specification for Call Center Support Assistant

Ms. Gomez stated that there were no salary survey results available because there were no similar positions.

Ms. Baker-Geidner inquired why the position was placed under the “Web” class group and not “Information Systems”. Ms. Gomez responded that the support is for web applications and does not include hardware support.

Mr. Tahajian request the final sentence on the last page “Duties approved via email on behalf of Vice Chancellor of Human Resources” be changed to “Duties approved by Vice Chancellor of Human Resources on behalf of the Board of Trustees.”

Mr. Tahajian moved to approve item 16-36 as amended, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-37] Consideration  
and Approval of New  
Classification  
Specification for Call  
Center Support Specialist

Mr. Tahajian request the final sentence on the last page “Duties approved via email on behalf of Vice Chancellor of Human Resources” be changed to “Duties approved by Vice Chancellor of Human Resources on behalf of the Board of Trustees.”

Ms. Campbell recommend the following changes:

- a. Page 2, under “Education & Experience” change “Three (3) years of recent experience...” to “Three (3) years of recent, increasingly responsible experience...”
- b. Page 2, under “Education & Experience” remove “...with at least one (1) year in a lead capacity.”

Mr. Tahajian moved to approve item 16-37 as amended, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Future Agenda Items

Ms. Johnson requested a discussion of parameters and procedures of Working Out-of-Classification process be placed on the next agenda.

Director’s Report

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

Ms. Gomez also stated that the Merit System training listed on the last page of the Director’s Report would also be offered at Reedley College.

Ms. Baker-Geidner stated that the Madera Center had expressed interest in hosting the Merit System training as well.

Commissioners’ Report

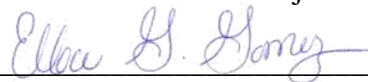
Mr. Liermann indicated that he would like to sit in on the Executive Assistant to the Chancellor oral exam.

Mr. Tahajian stated that it was nice to be able to sit and meet the interim Vice Chancellor of Human Resources.

Ms. Freeman-Fobbs stated that she attended the Foundation Scholarship meeting. Ms. Freeman-Fobbs also attended the Bond Advisory meeting let by Dr. Parnell.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:54 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt

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

Presented to the Personnel Commission:

Date: August 23, 2016

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SUBJECT: 2015-2016 Year End Budget Report

ENCLOSURE(S):  
Budget Reports

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information Item

Information Item: 1

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Background:

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

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





# Personnel Commission Year End Report

Data last refreshed from Datatel on: 8/18/16  
Report generated by: SCCCD\eg004

			2015/2016						
			Total						
			Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
11-10-844000 Unrestricted (XX0, LTO) District Office Personnel Commission	92	92110 Regular-Classified	\$171,096.00	\$174,527.00	\$174,963.71	\$0.00	100%	(\$436.71)	
		92115 Confidential	\$0.00	\$31,187.00	\$29,075.81	\$0.00	93%	\$2,111.19	
		92120 Management-Classified	\$106,162.00	\$108,286.00	\$108,296.50	\$0.00	100%	(\$10.50)	
		92150 O/T-Classified	\$3,273.00	\$3,324.00	\$2,553.35	\$0.00	77%	\$770.65	
		92320 Hourly Non-Students	\$1,800.00	\$1,800.00	\$0.00	\$0.00	0%	\$1,800.00	
		92330 Perm Part-Time	\$16,710.00	\$38,058.00	\$28,993.92	\$0.00	76%	\$9,064.08	
		Total for 92	\$299,041.00	\$357,182.00	\$343,883.29	\$0.00	96%	\$13,298.71	
		93	93230 PERS Non-Instr	\$32,847.00	\$39,533.00	\$36,872.61	\$0.00	93%	\$2,660.39
			93330 OASDI Non-Instr	\$22,515.00	\$26,920.00	\$24,001.26	\$0.00	89%	\$2,918.74
	93430 H&W Non-Instr		\$55,250.00	\$55,250.00	\$55,343.20	\$0.00	100%	(\$93.20)	
	93530 SUI Non-Instr		\$146.00	\$175.00	\$172.00	\$0.00	98%	\$3.00	
	93630 Worker's Comp Non-Instr		\$5,854.00	\$7,024.00	\$6,912.03	\$0.00	98%	\$111.97	
	93730 PARS Non-Instr		\$535.00	\$552.00	\$971.83	\$0.00	176%	(\$419.83)	
	Total for 93		\$117,147.00	\$129,454.00	\$124,272.93	\$0.00	96%	\$5,181.07	
	94		94410 Office Supplies	\$1,500.00	\$1,500.00	\$1,314.59	\$0.00	88%	\$185.41
			94415 Software Non-Instr	\$500.00	\$500.00	\$173.85	\$0.00	35%	\$326.15
		94490 Other Supplies	\$0.00	\$0.00	\$171.62	\$0.00	0%	(\$171.62)	
		94530 Publications/Catalogs	\$150.00	\$150.00	\$59.53	\$0.00	40%	\$90.47	
		Total for 94	\$2,150.00	\$2,150.00	\$1,719.59	\$0.00	80%	\$430.41	
		95	95235 Hardware Maint & Lic	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	95240 Software Maint & Licc		\$33,000.00	\$33,000.00	\$30,272.00	\$0.00	92%	\$2,728.00	
	95310 Conference		\$7,200.00	\$7,200.00	\$8,107.66	\$0.00	113%	(\$907.66)	
	95315 Mileage		\$4,000.00	\$4,000.00	\$2,645.52	\$0.00	66%	\$1,354.48	
	95320 Charter/Vehicle Rental		\$0.00	\$0.00	\$541.84	\$0.00	0%	(\$541.84)	
	95330 Hosting		\$2,000.00	\$2,000.00	\$5,230.16	\$0.00	262%	(\$3,230.16)	

		2015/2016					
		Total					
		Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available
	95410	\$4,250.00	\$4,250.00	\$3,378.00	\$0.00	79%	\$872.00
	Dues/Memberships						
	95525	\$5,500.00	\$5,500.00	\$1,991.30	\$0.00	36%	\$3,508.70
	Medical Services						
	95530	\$2,500.00	\$2,500.00	\$11,291.52	\$0.00	452%	(\$8,791.52)
	Contract Labor/Other						
	95710	\$6,000.00	\$6,000.00	\$3,723.78	\$0.00	62%	\$2,276.22
	Advertising						
	95725	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00
	Postage/Shipping						
	95927	\$100.00	\$100.00	\$156.00	\$0.00	156%	(\$56.00)
	Chargebacks-Production						
	95990	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Miscellaneous						
	Total for 95	\$64,700.00	\$64,700.00	\$67,337.78	\$0.00	104%	(\$2,637.78)
96	96415	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
Consultant Services							
96510	\$2,000.00	\$2,000.00	\$1,212.56	\$0.00	61%	\$787.44	
Equip LT \$5K							
96512	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	
Equip GE \$5K							
Total for 96	\$2,000.00	\$2,000.00	\$1,212.56	\$0.00	61%	\$787.44	
Total		\$485,038.00	\$555,486.00	\$538,426.15	\$0.00	97%	\$17,059.85

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

Presented to the Personnel Commission:

Date: August 23, 2016

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SUBJECT: Discussion of Employees Working Out-of-  
Classification

ENCLOSURE(S):  
List of Employees  
Working Out of Class  
and Number  
Employees Pending  
Working Out of Class  
Review (same  
spreadsheet)

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 2

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Background:

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

**List of Current Employees  
Working out of Class**

<b>Start</b>	<b>End</b>	<b>First Name</b>	<b>Last Name</b>	<b>Current Position No.</b>	<b>Current Position</b>	<b>Wg Out of Class Position No.</b>	<b>Wg out of Class Position</b>	<b>Status</b>
12/9/2015		Harold	Zahlis	2007	Network Coordinator	2007	Director of Technology	WOC while Don is Interim VP of Instruction.
7/20/2015		Cherylyn	Crill-Hornsby	1166	Research Assistant	1506	Director of Grants/External Funding	WOC while Interim Director of Grants/External Funding is only working there part-time.
2/1/2016		Mary Beth	Mossette	2274	Program Development Assistant	2815	Director of CalWORKs	WOC while Incumbent is on medical leave.
7/1/2016		Shannon	Ayello	1087	Sergeant of Police	1070	Police Lieutenant	WOC as Lieutenant to assist with the supervision and evaluation of staff.

**Number Employees Pending Working Out of Class Review**

10

**Number Employees Working Out of Class Review Completed**

21

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

Presented to the Personnel Commission:

Date: August 23, 2016

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SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):  
Class Study Timeline

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 3

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Background:

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

**CLASSIFICATION STUDY TIMELINE**

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

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

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

<b>Finalized Classification Specifications</b>	
<b>December 2016</b>	<b>Present New/Updated Duties to the Board of Trustees</b>
<b>December 2016*</b>	<b>Present New/Updated Classification Specifications and Salary Study to Personnel Commission</b>

\* 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: August 23, 2016

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SUBJECT: Consideration and Approval of Eligibility  
Lists

ENCLOSURES:  
Eligibility Lists

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-38

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Background:

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

Recommendation:

It is recommended the Personnel Commission approve the eligibility lists.

# GROUNDSKEEPER WORKER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600171	844	36	22	0	14	14	7

## Performance / Oral Board Raters

Mario F. Gonzalez, Groundskeeper Worker, Clovis College	Rown Rankin, Groundskeeper Worker, FCC
Chris Lozano, Groundskeeper Worker, Fresno City College	Philip Gallegos, Dir. Of Parks & Recreation, City of Kerman
Mario O. Gonzalez, Groundskeeper Worker, Fresno City College	
Darren Cousineau, Dir. of Environmental Health & Safety, SCCC	

## Advertisements

**Websites:**

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

**Agencies and Schools:**

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

**K-12 School Districts:**

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

## Applicant Demographics

Gender	Asian Laotian	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	1	1	1	0	0	0	3
Male	2	0	1	2	15	8	0	0	5	33
No Answer	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	2	0	1	3	16	9	0	0	5	36

**\*\* Failed MQ: 17-Minimum Qualifications; 5-Incomplete**





## 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/sccc>

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

### GROUNDSKEEPER WORKER

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

- Definition:** Under direction performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds, landscape, and hardscaped areas.
- Compensation:** Starts at \$3,141.42 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 \$18.12 with limited benefits.
- Examples of Duties:** **Performs a variety of duties including, but not limited to:**
- Care for established landscaped areas by mowing, aerating, edging, grubbing, mulching, removing thatch, trimming and weeding around flower beds, walkways, and walls according scheduled needs.
  - Plant, cultivate, prune, fertilize and irrigate flowers, trees, grass, shrubs, and other plant material in order to preserve softscape areas.
  - Identify and conduct treatment for diseases in landscaped areas in order to prevent contamination.
  - Prepare soil for new sod, seeding or overseeding in order to adjust to seasonal changes in accordance with planned use.
  - Collect debris and refuse from tree trimming and removal operations into piles, using shovels, rakes or other tools in order to clear site.
  - Care for hardscaped areas by using blowers, brooms, shovels, rakes, and other tools in order to clear sites.
  - Use hand tools such as axes, hedge trimmers, handsaws, rakes, brush trimmers, pruning saws, and shovels to plant, cultivate, prune, fertilize and irrigate flowers, trees, grass and shrubs in order to preserve soft-scape areas
  - Collect animal waste, human waste and debris from campus and remove using brooms, shovels, rakes or other tools in order to clear site using proper safety techniques.
  - Use proper tools to install, repair, and maintain irrigation systems to ensure efficient operation.
  - Maintain grounds equipment in safe operating condition by performing routine maintenance such as sharpening blades, lubricating and replacing parts as needed.
  - Apply pesticides, herbicides and fertilizers utilizing proper application techniques and appropriate amounts for the upkeep of turfs, shrubs, trees, and hardscapes for elimination of pests and weeds.
  - Ensure preparation and repairs of athletic fields and turfs for appropriate use.
  - Communicate with district personnel to exchange information and resolve issues or concerns related to grounds maintenance activities.
  - Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps, fallen trees and limbs to maintain a safe and visually appealing area.
  - May climb trees using ladders, climbing hooks, boom lifts, correct safety equipment and belts to prune dead and excess branches and inspect for pests and diseases
  - Participate in seminars, workshops and other training programs to stay current with rules, regulations, and industry best practices.
  - May perform other related duties as needed.
- Required Employment Standards:** **Education & Experience:** Any combination equivalent to: Completion of six (6) units or the equivalent in plant science, ornamental horticulture or a related area and experience (1 year or more) performing landscaping or grounds maintenance work OR completion of three units or the equivalent in plant science, ornamental horticulture or a related area and within six months of hire as a condition of passing probation: completion of three (3) additional units in plant science, ornamental horticulture or a related area and successful application and passing of the State of California Qualified Applicator Certificate or License for application of Chemical Pesticides
- Licenses/Certificates**
- Class C Drivers License is required
  - State of California Department of Pesticide Regulations (or DPR)-Qualified Applicator Certificate or License to apply Chemical Pesticides.

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.

## GROUNDSKEEPER WORKER

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

#### Knowledge:

- Knowledge of maintenance and safe operation of hand and power tools used in grounds keeping such as mowers, edgers, blowers, axes, hedge and brush trimmers, saws, rakes, shovels and small power equipment.
- Knowledge of cultivation and proper irrigation of flowers, trees, shrubs and turfs in order to maintain healthy growth.
- Knowledge of various plants, diseases and pests common to the area and how to eliminate or manage the effect of such problems.
- Knowledge of correct pruning techniques of trees, shrubs and plants to ensure proper growth and safety of campus.
- Knowledge of appropriate use and care of landscape maintenance materials, tools and equipment to ensure tools are in proper working condition.
- Knowledge of hazards and applicable safety rules of grounds care by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
- Knowledge of installing, repairing, troubleshooting and maintaining irrigation systems to maximize efficiency and ensure proper function.

#### Skills:

- Skill to safely use and maintain softscape and hardscape materials, tools and equipment.
- Skill to identify a variety of plants and their horticultural needs.
- Skill to identify diseases, insect and pests.
- Skill to design, install, repair, troubleshoot and maintain irrigation systems.
- Skill to perform general landscaping and grounds keeping duties in the maintenance and beautification of assigned grounds and landscaped areas.
- Skill to demonstrate the correct use of safety equipment, safe work habits and observe all applicable worker safety regulations to minimize the risk of injury.
- Skill to operate and maintain hand and power tools and equipment used in grounds keeping such as mowers, edgers, blowers and standard landscaping hand tools.

#### Abilities:

- Ability to write English sufficiently to correctly maintain records.
- Ability to read English adequately to understand safety and instructional manuals such as MSDS (Material Safety Data Sheet) and product labels.
- Ability to communicate and cooperate with other departments in order to perform joint tasks.
- Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public.
- Ability to learn, apply and adhere to various district standards, policies and procedures.
- Ability to perform heavy manual labor such as bending, lifting, stretching, lifting overhead, and carrying tools, equipment and supplies weighing up to 60lbs for distances up to five feet.
- Ability to climb a variety of ladders.
- Ability to maintain consistent, punctual and regular attendance

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

- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as pulling weeds or trimming branches. (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 various plant materials. (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)

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## GROUNDSCKEEPER WORKER

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

- 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:

- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work on varying type of surfaces.
- Work at heights that may be up to 90 feet.
- May come in contact with electrical hazards and hazardous materials.
- May come in contact with degreasing agents and solvents.
- May be exposed to nuisance dusts.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Noise exposure up to 110 decibels, typically that of a chain saw.
- Some overtime and/or schedule changes may occur.
- Required to travel to locations to other than assigned sites.

### 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).

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

### **TESTING TENTATIVELY SCHEDULED FOR THURSDAY, AUGUST 11, 2016**

To move forward in the selection process, you must complete an online application through our web site <http://agency.governmentjobs.com/scccd>. Please attach 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** **FRIDAY, JULY 29, 2016, 4:30 PM.**

**Deadline:** Posted: 07/08/16

Pay Range: Regular Classified Range 46

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# OCCUPATIONAL HEALTH AND SAFETY OFFICER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Oral	Took Competency	Eligible
201600055	668	19	9	0	10	10	5

## Oral Board Raters

Marc Boswell, Owner, Sequoia Environmental  
 Joseph Diebert, Senior Risk Services Consultant, Alliance of Schools for Cooperative Insurance Programs  
 Frances Garza, Benefits Coordinator, State Center Community College District

## Advertisements

**Websites:**

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Instagram, Monster.com, Craigslist.com

**Agencies and Schools:**

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

**K-12 School Districts:**

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

## Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	3	2	0	0	1	6
Male	1	1	1	1	5	0	0	4	13
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	1	1	4	7	0	0	5	19

\*\* Failed MQ: 7-Minimum Qualifications; 2-Incomplete



# 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

## OCCUPATIONAL HEALTH AND SAFETY OFFICER

**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 the District Office Operations.**

**Definition:** Under direction, plans, develops, organizes, implements, monitors, and manages the District's environmental health and safety programs to ensure compliance with all federal, state and local laws, regulations and applicable policies and procedures.

**Compensation:** Starts at \$5,918.00 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 \$34.14 with limited benefits.

**Examples of Duties:** Directs and manages The Injury and Illness Prevention Program, Hazard Communication Standard, the Chemical Hygiene Plan, Bloodborne Pathogen Program and other programs mandated by Cal/OSHA or other regulatory agencies.

Oversees safety training programs at all levels of the District. This includes but is not limited to the training requirements of the IIPP, Haz Com, Chemical Hygiene Plan, and Hazardous Waste management.

Works closely with the District Director of Environmental Health and Safety to ensure compliance and consistency with policies established by the District and the colleges.

Implements site specific emergency response plans.

Implements and oversees safety inspections, reviews inspections reports and insures that remedial action is taken to correct any problems identified as a safety hazard. Safety inspections will be carried out in accordance with the requirements of the IIPP, Chemical Hygiene Plan and any another program requiring inspections.

Develops and implements an accident reporting process. Reviews accident reports and conducts accident investigations as needed. Conducts training in accident prevention as needed.

Assists departments in developing Safety Manuals or Standard Operating Procedures required by safety programs. These Manuals or SOP's will be site specific and act as additions to the IIPP.

Assist departments or divisions in developing safety committee's and appointment of safety coordinators to comply with the requirements of the IIPP.

Participates as a member of the campus Safety Committee.

Industrial Hygiene duties include conducting environmental sampling and analysis as needed, preparing reports, and making recommendations for remedial action as needed. (Hazard assessment and remediation)

Oversees/conducts annual training sessions for persons using PPE (Personal Protective Equipment). This includes but is not limited to the respiratory protection and hearing conservation programs.

**Required  
Employment  
Standards:**

**Education:** Bachelors degree in Industrial Hygiene, Environmental Health, Chemistry, Biochemistry, Biology, or related science field

**Experience:** Four years experience in a public or private institutional setting in a safety officer assignment with comprehensive environmental health and safety program.

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

**Certificates and Licenses:** Valid California driver's license. Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) or similar preferred.

**Knowledge:** Knowledge of federal, state and local environmental protection and occupational safety and health principles, practices, regulations for multiple program areas, including but not limited to: accident/injury prevention, investigation and risk management, asbestos abatement, biological and laboratory safety, building plan review and construction safety, Cal OSHA regulations, emergency preparedness, environmental health, ergonomics, fire and life safety, hazardous material management and waste minimization, hazard assessment and control, Illness/Injury and Prevention Plan, industrial hygiene, occupational safety, radiation safety, "right to know" laws.

**Skill/Ability:** to influence cultural attitudes and behaviors toward safety; to provide safety leadership in a large organization; to interact in a professional manner and work cooperatively with a diverse audience of students, employees and regulatory personnel; to develop and present effective, engaging, training sessions with an emphasis on adult learning; excellent verbal, written communication and presentation skills. Ability to work independently and as a member of a cross departmental team; strong computer and data management skills; ability to develop and manage a comprehensive risk management program including environmental protections, occupational health and safety and other loss prevention and control functions; develop and recommend risk management and loss control techniques including the assumption or elimination, reduction and transfer of risk through self-insured programs and the purchase of insurance coverage; ability to read, interpret, apply and explain laws, rules, regulations, policies and procedures.

**Examination  
Process:**

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

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

## TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY AUGUST 17, 2016

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

**Filing Deadline:** **FRIDAY, AUGUST 5, 2016, 4:30 PM.**  
Posted: 07/05/16

Pay Range: Regular Classified Range 72

# OFFICE ASSISTANT III – FRESNO CITY COLLEGE AND DISTRICT OFFICE (WELDON)

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
OAIH – FCC – DO16	3,997	245	81	9	155	20	14

## Oral Board Raters

Sandra Celedon-Castro, HUB Manager, Fresno Building Healthy Communities  
 Susan Johnson, Administrative Secretary, State Center Community College District

## Advertisements

### Websites:

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Instagram, Monster.com, Craigslist.com

### Agencies and Schools:

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

### K-12 School Districts:

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

## Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	20	3	14	89	66	0	0	15	207
Male	5	0	4	9	9	0	0	5	32
No Answer	1	0	0	1	0	0	0	4	6
<b>Total</b>	25	3	19	85	75	0	0	45	245

\*\* Failed MQ: 67-Minimum Qualifications; 14-Incomplete





**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

**OFFICE ASSISTANT III – DISTRICT OFFICE (WELDON) AND FRESNO CITY 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 the District Office (Weldon) and Fresno City College ONLY.**

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

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

**Examples of Duties:** Performs a wide variety of 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.

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

**Employment Standards:** **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.

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

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

**TESTING TENTATIVELY SCHEDULED FOR FIDAY, AUGUST 5, 2016.**  
**ONLINE APPLICATIONS WILL ONLY BE ACCEPTED 07/14/16 – 07/19/16**

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, JULY 19, 2016, 4:30 PM.**

Posted: 06/27/16

Pay Range: Regular Classified Range 48

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# SENIOR SYSTEMS & NETWORK ADMINISTRATOR

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600182	421	15	5	3	6	6	4

## Oral Board Raters

Harry Zahlis, Interim Director of Technology, Fresno City College  
 Sonny Flores, Director of Network & Information Technology, Fresno County Office of Education  
 Randy Garringer, Network Administrator, Madera Unified School District

## Advertisements

### Websites:

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Instagram, Monster.com, Craigslist.com

### Agencies and Schools:

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

### K-12 School Districts:

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

## Applicant Demographics

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

\*\* Failed MQ: 3-Minimum Qualifications; 2-Incomplete



## 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/sccc>

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

### SENIOR SYSTEMS & NETWORK ADMINISTRATOR

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

- Definition:** Under direction, performs design, configuration, installation, maintenance and support for the District's systems and network services, equipment and devices to ensure the operation, performance, maintenance of the mission-critical enterprise, private and public cloud technologies.
- Compensation:** Starts at \$7,019.08 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 \$40.49 with limited benefits.
- Examples of Duties:** Performs a variety of duties related to Information Technology including but not limited to:
- Configures, installs and maintains the District systems and network infrastructure and related systems, including but not limited to routers, switches, firewalls, wireless access controllers, and VoIP infrastructure.
  - Identifies, troubleshoots and resolves issues relating to systems and network outages and performance and makes recommendations for upgrades or improvements.
  - Monitors and analyzes systems and network resource utilization and performance to determine and resolve potential systems and network service issues and ensures services are delivered efficiently.
  - Administrates the performance and stability of multiple hardware and software platforms at the most complex level to maximize systems and network resource through-put.
  - Responsible for the Layer 3 through 7 on the OSI model of the WAN and consults with colleges on OSI Level 1 and 2.
  - Supports interfaces with servers and other systems and network devices at operating system and application levels to ensure services are provided efficiently.
  - Responsible for the management and operations of Enterprise Datacenter, including hardware systems, networks, security appliance systems, telephony systems, power distribution systems, environment sensors and system performance and health monitors.
  - Responsible for the management of systems and networks including Internet, LAN layers 1-7, campus backbone, WAN connectivity, District wireless networks, physical and virtual systems including District ERP and Email hardware.
  - Responsible for the administration of District firewall, District Office storage area network systems, IP video and VoIP phone and IP speaker emergency notification systems including systems and integration with physical and virtual hardware resources.
  - Arranges for the installation or modification of electrical, telephone, cabling lines related to the addition of work stations to the network.
  - Plans, analyzes, and develops the process of deployment, implementation, and maintenance procedures for the District's systems and network projects.
  - Recommends, develops, implements, and maintains systems and network security standards and performs administration tasks for various layers of systems and network security levels.
  - In coordination with management, plans, organizes, coordinates, schedules, assigns, and reviews the work of assigned technical staff.
  - Responds to user reported problems and service requests related to systems and network services efficiently and effectively.
  - Participates with committees related to district wide technology including strategic planning and infrastructure projects.
  - Stays abreast on updated technology and new developments related to systems and networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.
  - Ensures the execution of proper operational procedures, change controls and documentation and creates and maintains documentation as it relates to systems and network configuration, network mapping, processes and service records.
  - Provides technical consultation to end users on systems and network service related requirements and acts as the

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## SENIOR SYSTEMS & NETWORK ADMINISTRATOR

primary technical staff to provide systems and network technical expertise to implement various systems and network related projects, District-Wide.

- Implements systems and network policies, procedures, and standards in conjunction with Information Technology staff of the District Office and network support staff from other colleges.
- Represents the college or assigned area, as designated, at meetings regarding systems and network operations and information technology.
- May plan, organize, and coordinate the help desk and maintenance services for computer and systems and network users at a college or district.
- Coordinates the maintenance of records on systems and network, software, and equipment installation and trouble calls.
- Maintains liaison with District's computer center to facilitate the uploading and downloading of data.
- Coordinates and participates in the installation and maintenance of all systems and network software including system upgrades, and monitors software license usage and assures software compatibility with the systems and network before release to users.
- Participates in the setup of user profiles on the systems and network including access rights, resource allocation, log-in script, and electronic mail.
- Coordinates and participates in the analysis of systems and network performance and maintenance of statistics of systems and network resource data such as space and memory usage.
- Designs the layout and develops specifications for voice, video, storage, and data systems and network(s) and network support infrastructures such as switches, and cables.
- Evaluates hardware and software technologies and advises administrators on appropriate improvements of systems and network operations.
- Interfaces with vendors regarding software applications, equipment specifications, repairs, replacements, and tracking and registration of equipment and warranties.
- 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.

### **Required Employment Standards:**

#### **Education & Experience**

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Graduation from an accredited four-year college or university preferably with a major in computer information systems, management information systems, computer science, computer engineering or a closely related field AND four (4) years of recent responsible experience in the development and administration of systems and network infrastructures in an information systems environment similar in size and complexity to that of the community college or university.

#### **Licenses/Certificates**

Valid Driver's License.

Recent Cisco CCIE, VMware VCP, Microsoft MSCE, CISSP certifications are preferred, but not required.

#### **Knowledge of:**

- Advanced knowledge of operating system infrastructures, complex business applications and software systems, ERP systems, components, uses and limitations applicable to the district's technology environment to identify problems and implement solutions.
- Principles and practices of network security, access control, development lifecycle and design principles using flowcharting techniques and prototype development tools, network servers, structured cabling and testing equipment, and computer integrated systems.
- Principles of effective Project management and methodology using specialized software applications such as Project management, Visio documentation management and traditional Office suite and PDF applications.
- Network structures and basic theory and principles of network design, systems and network services management tools, integration and protocols related to system audit and security.
- Wired and wireless LAN/WAN solutions, mobile and wireless, architecture, design concept and implementation.
- District and colleges infrastructure technologies including MDF, IDF's campus fiber and copper connectivity adhering to IEEE standards.
- Industry practices and standards for systems, network administration and maintenance.
- Data and voice communication concepts, protocols, devices and systems and network monitor tools such as Multilayer Switching technology, routing protocols, and systems and network management software.
- Programming, scripting skills to streamline systems and network administration tasks.
- Internet application services, such as web server and directory services, internet security, secure protocol, firewalls, proxy servers, digital rights, Windows CE Security Services and virtual private systems and network (VPN).

**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.**

## SENIOR SYSTEMS & NETWORK ADMINISTRATOR

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

Internet application service and services, such as web server and directory services.

- Servers and workstations operating systems concepts and administration.
- Physical and Virtual Server Operating Systems such as Microsoft Server/Datacenter OS, LinuxOS., VMware, ESXi, Microsoft Hyper-V or equivalent hypervisors, VDI. • New trends and developments in computer, systems and network technology.
- Systems and network software such as Cisco IOS, Juniper JunOS, Solar Winds Orion SNMP, industry standard software toolsets.
- Security appliance such as Firewalls, Intrusion Prevention, Email Gateways.
- Video Conferencing Systems including large group and PC desktop solutions.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
- Methods and techniques of troubleshooting web site, applications and network problems.

#### Skill to:

- Conduct research and analyze data, trends, and organizational needs to make recommendations and prepare reports.
- Diagnose, research and evaluate various types of hardware, software, systems and network problems and take corrective action.
- Analyze needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
- Install and network various computer hardware and software to ensure optimum performance.
- Methods and equipment used to troubleshoot equipment and systems and network malfunctions.
- Operation and application of a wide variety of computer applications, systems and network software
- Administer ISCSI SAN.
- Design, implement, and administer local area systems and network(s).
- Utilize diagnostic test procedures, tools and equipment.
- Maintain accurate systems and network operating statistics.
- Build and maintain private and hybrid cloud such as hypervisor servers, SAN, virtual switched networks.
- Coordinate the voice telecommunications operations of district and colleges.
- Write clear and precise technical procedures for system operations and configuration, program documentation, operating instructions, and training materials.
- Use and maintain industry tools, supplies and equipment.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

#### Ability to:

- Understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective business applications and technology solutions.
- Resolve critical system problems and escalated tickets, which may require resourcefulness, thorough research, and timeliness.
- Conceptualize practical networking application solutions to district, department, student, and other customer requirements.
- Analyze technical problems and anticipate the implication of various options for resolution before making a final recommendation and/or taking action.
- Effectively manage and prioritize multiple tasks under limited time constraints.
- Establish general schedules and priorities for systems development projects and support services.
- Define systems security and control procedures.
- Assess computer user needs and provide appropriate training and support.
- Effectively communicate technical information to non-technical groups.

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## SENIOR SYSTEMS & NETWORK ADMINISTRATOR

- Understand and apply technical instructions, materials and resource publications.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, vendors, 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, teachers, administrators and staff.
- Read, understand and apply technical information pertaining to computer and network systems.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.
- Exercise independent action and judgment in the absence of supervisor

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

### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms, grasping of items with fingers and hands; reaching for items with hands and arms; stooping, crouching, crawling, and climbing ladders to install or remove equipment; color determination for error code recognition; moving from place to place within an office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Hearing and speaking ability to communicate clearly on the telephone or in person. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment such as file servers weighing up to 50 lbs.

### Mental Demands

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

### **Working Conditions:**

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

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

### **Examination Process:**

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

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

### **TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, AUGUST 10, 2016.**

To move forward in the selection process, you must complete an online application through this website. For education consideration, please attach to your application a copy of your degree or transcripts (including when degree was awarded). Resumes may also be uploaded but cannot be used in lieu of a completed application.

### **Filing Deadline:**

**MONDAY, JULY 25, 2016, 4:30 PM.**

Posted: 07/01/16

Pay Range: Regular Classified Range 79

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

Presented to the Personnel Commission:

Date: August 23, 2016

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

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

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-39

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Background:

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

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

- a. Custodian, CCC, Position #5098

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 2, 2016

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

ITEM NO. 16-60HR

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EXHIBIT: None

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Background:

Clovis Community College (CCC) administration evaluated current staffing needs for the custodial department and is recommending the addition of a new full-time custodian position at CCC. The CCC campus continues to grow and student headcount is up 25% from 2012. More individuals on campus means more work for custodial staff. The custodian position will be paid from general fund monies.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of Custodian, Clovis Community College.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
CUSTODIAN

DEFINITION

Under direction performs routine cleaning work and movement of furniture and equipment.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or procedures. This position differs from higher levels by the responsibility for activities and work being more routine and more closely supervised.

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.

EMPLOYMENT STANDARDS

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

Experience: Experience in performing basic custodial duties.

Knowledge 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.

Section 17 Page 4  
Approved: June 17, 1991  
Salary Range: 41



### 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: August 23, 2016

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

ENCLOSURE(S):  
Classification  
Specification

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-40

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Background:

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

The following individuals were invited to suggest changes:

- Associate Vice Chancellor, Business & Operations
- Vice Chancellor of Human Resources

Recommendation:

It is recommended the revised classification specification for Chief of Police be approved as presented.



## State Center Community College District

<b>Job Title:</b>	Chief of Police	<b>Classification Series:</b>	Administration
<b>FLSA Status:</b>	Exempt Management	<b>Classification Group:</b>	Police & Safety
<b>Salary Schedule:</b>	Classified Management	<b>Classification Level:</b>	Director
<b>Salary Range:</b>	52 (effective 5/17/16)	<b>Date Created:</b>	August 9, 1997

### Definition

This position plans, coordinates, directs and supervises the daily operations and activities of the District Police Department, and oversees the districtwide emergency preparedness programs.

### 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 **Chief of Police** is responsible for the effectiveness and quality of the crime prevention and law enforcement activities of the District. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and local, state, and federal laws/codes. The incumbent is responsible for preparing performance evaluations, processing bargaining unit grievances, recommending employment, and for taking and recommending disciplinary action.

Incumbent is expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by the manager and when work is reviewed, the review is directed toward final outcomes and results. Incumbents must utilize excellent written and verbal communication skills to effectively facilitate and interact with a wide range of campus and district staff, and outside professionals including, management, administrators, board members, faculty, classified staff, students, inspectors, and city officials while maintaining day to day management of the office. Incumbents must also possess strong organizational and leadership skills.

### **Supervision Received**

Administrative direction is received from the Associate Vice Chancellor, Business and Operations.

### **Supervision Exercised**

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

### Essential Job Functions

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

- Serves as a principal resource and advisor to District administration on all matters related to the protection of lives and property, preservation of peace, and the enforcement of laws and regulations on campus.
- Provides overall leadership to department, establishes departmental objectives and develops policies and procedures to accomplish those objectives and goals to ensure the efficient and effective operation of the District Police Department.
- Plans, organizes and evaluates all Police Department operations and ensures compliance with all regulations of the California Commission on Peace Officers Standards and Training (POST) for all sworn personnel.
- Provides leadership in law enforcement management with integrity, honesty, and a commitment to campus and community safety.
- Develops and maintains operating procedures, policies, files, records and reports for police operations, parking enforcement, electronic alarms and response for fire and theft incidents.



## State Center Community College District

- Oversees the effective utilization of personnel through efficient scheduling to meet the needs of the college and maintains a 24/7 “on-call” status in order to respond to all campus emergencies to coordinate the law enforcement/public safety response.
- Participates in the collective bargaining process as part of the District negotiating team.
- Establishes and maintains effective communication between the Police Department and other campus departments to ensure personal safety and crime prevention throughout the District.
- Develops, implements and evaluates the Districtwide emergency preparedness and response plans in coordination with District and campus administration, and collaborates with outside law enforcement, medical, fire and other emergency response centers to create and foster linkages to a variety of services.
- Develops and monitors the department budget, anticipates staffing and equipment needs and develops short and long-range plans.
- Directs or conducts complex criminal or highly confidential personnel investigations, interfaces with other District personnel and departments to gather information necessary for police and personnel investigations, hears and resolves employer grievances and complaints.
- Develops, implements, and trains District and campus staff for active threat events.
- Reviews, evaluates and modifies officer response time, customer service and other procedures, and equipment for District emergencies.
- Oversees required training of police personnel in compliance with local, state, and federal law including the Education Code and federal training mandates.
- Oversees investigations related to misconduct and criminal violations, assists in the evaluation of evidence, witnesses and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases; and carries out appropriate physical restraining arrest and search or seizure laws.
- Oversees and reviews content of written reports to ensure adherence to legal requirements.
- Provides oversight to District and campuses and makes recommendations regarding surveillance and monitoring systems.
- Represents the Police Department in meetings and participates and works closely with the District and campus safety committees.
- Supervises and evaluates the work performance of assigned personnel, assists in the selection of new personnel and disciplines personnel in accordance with established laws, regulations, policies and procedures.
- Works with regional law enforcement agencies to address crime and crime prevention on campus and in adjacent communities.
- Works with representatives of the Office of Homeland Security and other federal and State law enforcement officials to develop and coordinate mutual aid agreements and various emergency response and disaster preparedness programs, exercises and activities as needed or required.
- Works in conjunction with District administration, law enforcement and Counsel, attends and participates in hearings or trials of suspects.
- Maintains current knowledge in the field of law enforcement and criminal justice and participates in professional organizations, regional meetings, conferences and related activities.
- Prepares reports regarding the effectiveness of the police program and plans for improvement and development.
- 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 preferably in business administration, administration of justice, criminal justice, police science, criminology or a related area, AND seven (7) years or more of recent public law enforcement and



## State Center Community College District

investigative experience which include three (3) years in a managerial or supervisory capacity at or above the level of police sergeant, preferably lieutenant. Experience in a college or university environment is desirable.

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

Valid Driver's License.

Possess valid Advanced and Supervisory POST Certification.

Must have a valid or obtain a Management POST Certification within ~~two~~ **two** years of hire.

### ***Special Conditions***

Internal and external applicants must pass a POST approved background investigation, a medical examination and psychological examination.

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

- Principles and practices of administration and management as applied to support services, human resources programs, and systems development of the Police Department.
- Principles and practices of budget, financial, personnel, grants and contract administration
- Law enforcement procedures and applicable laws, codes, ordinances, rules and regulations.
- Public Safety Officer's Bill of Rights.
- POST requirements in relation to all aspects of running a police department and related services.
- Police strategy and methods.
- Patrol methods, criminal investigation and identification techniques.
- Property protection measures and regulations pertaining to the protection of district buildings and grounds.
- Criminal law and rules of evidence.
- Emergency communication techniques including equipment and its use.
- Security, surveillance, and communication systems and codes.
- Appropriate safety precautions and procedures.
- Principles of supervision, training, and staff development.
- 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:***

- Coordinate police functions with administration and outside law enforcement agencies.
- Provide strong organizational leadership and management to a district police department.
- Plan and implement training programs for police personnel.
- Make quick decisions in emergencies.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding emergency procedures.
- Operate and maintain department issued weapons and qualify periodically.
- 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.
- Utilize law enforcement computer systems.
- Plan and organize work to meet established timelines.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Conduct research and analyze data and prepare reports such as those required by state and federal agencies.



## State Center Community College District

- 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.
- Accurately type at a sufficient speed to maintain workflow.

### **Ability to:**

- Promote good community relations and build community confidence in the campus police department.
- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
- Demonstrate leadership in law enforcement management.
- Prepare and monitor department budget.
- Formulate, organize, and write departmental procedures.
- 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.
- Continuously pass POST approved background investigations, a medical examinations and psychological examinations.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret, apply, and enforce federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Supervise, train, and evaluate personnel.
- 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 and fingers to use a handgun or conducted electrical weapon, handle and feel computers and standard business equipment; and reach with hands and arms. Use muscular effort (or strength) needed to lift, push, pull or carry an object such as exercising physical force when controlling combative persons. 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 140 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.



## State Center Community College District

Work in situations which require the supervision or control of persons who may become physically violent, or combative; 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 65 decibels, roughly that of a normal conversation or a ringing telephone.

Class Approved By:	Personnel Commission	Date:	August 11, 1997
Class Revised By:	Personnel Commission	Date:	February 20, 2007
Class Revised By:	Personnel Commission	Date:	October 16, 2012
Duties Revised By:	Board of Trustees	Date:	December 8, 2015
Class Revised By:	Personnel Commission	Date:	January 26, 2016
Class Revised By:	Personnel Commission	Date:	August 23, 2016
Salary Updated By:	Human Resources	Date:	May 17, 2016
Updated By:	Elba Gomez	Date/Time:	08/17/2016



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

Presented to the Personnel Commission:

Date: August 23, 2016

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SUBJECT: Consideration and Approval of New  
Classification Specification for Human  
Resources Assistant

ENCLOSURE(S):  
Classification  
Specification, Salary  
Survey

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-41

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Background:

On June 28, 2016 the Personnel Commission approved funding for a part-time position with the title proposed of Human Resources Assistant. A classification has been created and the duties have been approved by the Vice Chancellor of Human Resources. The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- Vice Chancellor of Human Resources
- Director of Human Resources
- Director of Classified Personnel
- CSEA

A request for the part-time position that will use this classification will be taken to the Board of Trustees at their September 6, 2016 regular meeting.

Recommendation:

It is recommended the new classification specification for Human Resources Assistant be approved as presented with a recommended classified salary range of 44.



## State Center Community College District

<b>Job Title:</b>	Human Resources Assistant	<b>Classification Series:</b>	Office Administration
<b>FLSA Status:</b>	Non-Exempt	<b>Classification Group:</b>	Human Resources
<b>Salary Schedule:</b>	Classified	<b>Classification Level:</b>	Entry
<b>Recommended Salary Range:</b>	44	<b>Date Created:</b>	August 17, 2016

### Definition

Under direction, performs a variety of general clerical, office support, and routine administrative duties to assist in the day-to-day operation of the Human Resources and Personnel Commission offices and provides information and assistance to District personnel, staff and the public regarding personnel matters.

### Distinguishing Characteristics

A **Human Resources Assistant** performs clerical duties related to the processing of a wide variety of personnel transactions pertaining to recruitment, selection, employment processing, and other related areas. Incumbents in this classification apply will learn to apply knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements. This classification is entry-level and differs from higher levels by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature. Incumbents are expected to perform these functions in an accurate manner under specific deadlines

In comparison, a **Human Resources Specialist** performs responsible and complex human resources work relating to recruitment, selection, employment processing, classification and compensation, test construction and examinations. This classification differs from lower levels in that incumbents have a greater amount of public contact, require a higher level of expertise in the subject area and a higher degree of responsibility.

### *Supervision Received*

General supervision is received from an academic or classified administrator.

### *Supervision Exercised*

No supervisory responsibilities.

### Essential Job Functions

1. Performs a variety of responsible clerical duties related to recruitment, examination, selection, and the processing and maintenance of personnel files.
2. Proctors examinations by checking candidate identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and instructions are being followed, collecting and accounting for test documents and materials used in the examination.
3. Distributes job announcements and advertisements for classified and academic positions.
4. Assists with soliciting job expert panelist, maintains job expert database, schedules screening/examination job experts for recruitment panels and compiles materials for selection/examination committees.
5. Assembles and organizes screening, written, competency and oral examination materials for vacancies.
6. Receives application materials, screens, verifies and follows-up on documents, correspondence, transcripts and other information for completeness of file.
7. Prepares, types, updates, monitors, duplicates and maintains a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verifies and posts information as necessary to assure completeness and accuracy.
8. Assists in entering recruitment data and maintaining computer database for recruitments, job revisions and files of applicant records.
9. Assists department staff by compiling information from a variety of sources for the completion of forms or the preparation of reports, classification studies, salary and benefits surveys, and/or related documents.



## State Center Community College District

10. Assists in entering new employees and process changes to employee data, track a variety of personnel data such as Tuberculosis test expiration, training and development activities, and employee status.
11. Assists in conducting new employee orientation for employees.
12. Prepares, reviews, and processes a variety of forms including requisitions, mileage, absence claims, billing orders, travel authorization and others.
13. Maintains financial records and performs basic calculations related to recruitments and other department expenses.
14. Types agendas, attends meetings and distributes materials as appropriate.
15. Takes dictation as assigned and prepares minutes of meetings.
16. Maintains the administrator's calendar, schedules and cancels appointments, meetings, and travel arrangements.
17. Creates and maintains office files by sorting, coding, indexing, filing, cross referencing, locating, and extracting documents in accordance with established operating procedures.
18. Receives and relays incoming calls, takes messages, and places calls using a multi-line telephone console.
19. Receives visitors, determines purpose of their visit, informs appropriate party of arrival, and directs visitors to appropriate office.
20. Responds to routine items and composes correspondence from brief oral and written instructions.
21. Sorts, stamps and distributes mail and answers letters requiring routine information.
22. Composes, types, prepares, and proofreads a wide variety of reports, correspondence, letters and memoranda.
23. Creates and maintains spreadsheets and databases and enters and retrieves information from computer in appropriate format and runs reports when requested.
24. Tracks, verifies and records information from general business documents and computer databases.
25. Performs basic research and gathers data from a variety of sources; and compiles results and reports on findings.
26. Maintains office supply inventory and processes requisitions.
27. Operates a variety of office equipment including but not limited to computers, telephones, printers, typewriters, copiers, scanners, and fax machines.
28. Performs other duties as assigned.

### Auxiliary Job Functions

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

### Minimum Qualifications

#### **Education & Experience**

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Formal or informal education equivalent to completion of the twelfth grade AND one (1) year of general clerical office experience. Experience in a human resources office setting is preferred.

#### **Licenses & Certificates**

Certain positions may require a valid California Driver's License, and the availability of private transportation.

#### **Knowledge of:**

1. Modern office practices, procedures, and equipment.
2. Basic knowledge of human resources policies and procedures.
3. Basic knowledge of principles and practices of recruitment and selection.
4. Principles and procedures of records management.
5. Principles and practices of business communication and phone and email etiquette.
6. Relevant provisions of the California Education Code, Personnel Commission rules and regulations, and collective bargaining agreements.
7. Recordkeeping and report preparation techniques to ensure information is accurately presented.
8. Basic math including addition, subtraction, multiplication, and division.
9. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.



## State Center Community College District

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

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

1. Prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
2. Effectively communicate with individuals for whom English is not a primary language.
3. Exercise tact, diplomacy and confidentiality in dealing with sensitive issues and situations.
4. Plan and organize work to meet established timelines and department schedules.
5. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
6. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
7. Rapidly learn and acquire skills in areas and technologies not previously assigned.
8. Type at a sufficient speed to maintain workflow.

### ***Ability to:***

1. Take dictation at an acceptable rate of speed and transcribe accurately, using equipment as required by the position.
2. Learn California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
3. Learn meeting protocol including the Brown Act, Roberts Rules of Order and parliamentary procedures.
4. Learn the human resources information system (HRIS) in use by the District.
5. Learn district/public agency salary and benefit structure and personnel procedures.
6. Track department expenses such billing orders, travel authorization and others.
7. 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.
8. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
9. Receive and follow instructions to carry out daily assignments.
10. Learn and apply college and district policies and procedures.
11. Maintain confidentiality of sensitive information and records.
12. Operate computers and their peripherals.
13. Use current common software applications in order to accurately enter and retrieve data.

### ***Physical /Mental Demands***

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

#### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands 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, faculty, staff, representatives of other agencies, and others encountered in the course of work.



## State Center Community College District

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

Duties Approved By:	Vice Chancellor of HR	Date:	August 18, 2016
Class Approved By:	Personnel Commission	Date:	August 23, 2016
Updated By:	Elba Gomez	Date/Time:	8/17/2016

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

Presented to the Personnel Commission:

Date: August 23, 2016

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SUBJECT: Presentation and Approval of the Annual  
Report of the Commission for 2015-2016

ENCLOSURE(S):  
Annual Report

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-42

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Background:

Education Code 88086 and Personnel Commission Rule 2-33 requires the Director of Classified Personnel to prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Governing Board at a regular meeting for its review.

Attached is the annual report for the fiscal year July 1, 2015 - June 30, 2016. There is information available on the various areas of Commission responsibility. It has been a good, productive year and the Commissioners can be very proud of the accomplishments for the year.

Recommendation:

It is recommended the Personnel Commission approve the Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.



# Personnel Commission ANNUAL REPORT

*Fiscal Year 2015- 2016*

## Recruitment Website

The Personnel Commission accepts online applications and also utilizes enhanced applicant tracking capabilities for staff via their application website. The website has the ability to accept interest cards for positions that may not be currently accepting applications. This process electronically notifies applicants when a new recruitment has been posted.

In May of 2016, the Personnel Commission updated the recruitment webpage. The new link can be found at the bottom of the page. The new website provides all of the same information in a more responsive and user friendly environment.

In addition, the Personnel Commission has a Facebook page where new recruitments and links to valley jobs and testing tips are posted. Within the last fiscal year, the Personnel Commission has begun posting job vacancies to other social media sites such as Twitter, Instagram, LinkedIn, and Google+.

### this issue

Recruitment Website | P.1

Classified Actions | P.2

Personnel Commissioners | P.3

Merit System Principles | P.4



## State Center Community College District Merit System

The State Center Community College District was established in 1964 after Fresno City College and Reedley College joined to form the State Center Community College District. The District has grown to become a leader among community colleges with 50,813 students enrolled this past fiscal year. The three main campuses of the District are Fresno City College, Reedley College, and Clovis Community College. In addition, the District includes the Madera and Oakhurst Community College Centers.

The Merit System was adopted by the District in 1966 by an election of the classified employees. The Merit System grants the Personnel Commission of the State Center Community College District the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness.

This is demonstrated by competitive examinations and performance. In addition, the Personnel Commission is responsible for the classification and reclassification of positions and serves as an appeal body for disciplined classified employees.

The Personnel Commission conducts competency examinations in most of our recruitments. These competency examinations have proven to be instrumental in the recruitment and examination process by helping us differentiate between qualified and less qualified individuals. We administer competency exams for a variety of classifications to include, but not limited to; Building Generalist, Educational Advisor, DSPS Mobility Driver, Piano Accompanist, and secretarial support staff positions. Competency exams vary greatly and can include anything from hands-on computer testing, to driving a mobility cart, baking, or making a presentation.

## Districtwide Classification Study

At the June 12, 2012 Regular Meeting, the Personnel Commission approved a Districtwide Classification Study of all positions in the Classified Service.

The purpose of the Classification Study is to address changes in district organization and operations over the last several years, as these changes may have affected the type, scope, and level of work being performed.

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

Personnel Commission staff has surveyed incumbents using a job analysis questionnaire, observing work processes, and verifying duties and responsibilities of incumbents and other employees in related positions. The Personnel Commission staff is currently meeting with the employee's supervisor and Human Resources.

The classification study reports will be presented to the Personnel Commission by groups of job families.

## Classified Actions

Recruitments & Exams	2013-14	2014-15	2015-16
Vacancy Announcements	57	58	101
Lateral Announcements	55	115	142
Applications Received	3800	3720	6374
<b>Number of Examinations Administered</b>			
Knowledge/Written and/or Screening	61	56	85
Skills/Performance Examinations	37	16	5
Oral Appraisal Examinations	38	44	91
<b>Personnel Actions</b>			
Eligibility Lists Established	62	58	97
Regular Appointments (New Hires)	82	77	125
<i>Promotions</i>	-	25	39
<i>Lateral Transfers</i>	-	22	20
Provisional/Limited Term	98	149	162
<b>Classification Requests Processed</b>			
Position Classification Action	4	0	103
Reclassifications	0	0	0
Working Out-of-Class	18	21	10
<b>Permanent Classified Employees</b>	602	610	648
<b>New Hires by Ethnicity</b>			
African-American/Non-Hispanic	5%	8%	7%
American Indian/Alaskan Native	0%	<1%	<1%
Asian/Pacific Islander	13%	7%	11%
Hispanic	20%	23%	39%
White	52%	24%	33%
Multi-racial	8%	22%	4%
Unknown	2%	16%	4%
<b>New Hires by Gender</b>			
Male	27%	54%	33%
Female	73%	46%	64%
Unknown/Unreported	0%	<1%	3%
<b>Applicants by Ethnicity</b>			
African-American/Non-Hispanic	5%	8%	7%
American Indian/Alaskan Native	0%	<1%	<1%
Asian/Pacific Islander	13%	7%	12%
Hispanic	20%	23%	40%
White	52%	24%	28%
Multi-racial	8%	22%	6%
Unknown	2%	16%	7%
<b>Applicants by Gender</b>			
Male	25%	29%	30%
Female	68%	66%	65%
Unknown	7%	5%	5%



# Personnel Commissioners



**Pamela Freeman-Fobbs**  
*Chair*

Ms. Freeman-Fobbs is the Board of Trustees' appointee. Sworn in to the Personnel Commission on January 29, 2013, she has been a Board Member for the SCCC Foundation Board since 2009. Ms. Freeman-Fobbs is a former deputy district attorney for Fresno County. She has served as a board member for many local organizations, including Valley Public Television, Community Hospitals of Central California, Fresno Philharmonic, and Make-A-Wish Foundation. Her passion is in healthcare and quality-of-life issues for women and children. Ms. Freeman-Fobbs has a Juris Doctor degree from Thurgood Marshall School of Law.



**Bradley Tahajian**  
*Vice-Chair*

Mr. Tahajian is a senior attorney with the state Court of Appeal, where he specializes in workers' compensation & related employment matters. He became familiar with public employment by serving as an executive fellow with the state Department of Personnel Administration and later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian has taken courses at Fresno City College, earned a bachelor's degree in economics from UCLA, a law degree from UC Hastings College of the Law, and a legal master's degree in tax with an emphasis in employee benefits from the University of San Diego.



**Tim Liermann**  
*Commissioner*

Mr. Liermann is the California School Employees Association (CSEA) State Center Chapter 379 appointee. He has a long work history as a classified employee for two school districts in the state of California. In 1985, he was hired as a Labor Relations Representative for CSEA and for 16 years, Mr. Liermann served as the Senior Labor Relations Representative for CSEA. He was assigned to the Fresno Field Office representing approximately 22,000 classified employees. Mr. Liermann and his wife Carla have five grandchildren and one great-grandchild. Mr. Liermann retired from CSEA on January 01, 2011 after 26 years of service.

## Personnel Commission Annual Report *FY 2015-2016*

### Personnel Commission Staff

The Director of Classified Personnel and staff carry out the day-to-day responsibilities of the Personnel Commission. The Director of Classified Personnel shall act as Secretary to the Personnel Commission, shall issue and receive all notifications on its behalf, and shall prepare, or cause to be prepared, an annual report which shall be sent by the Commission to the Board of Trustees.

#### **Elba Gomez**

*Director of Classified Personnel*  
elba.gomez@scccd.edu

#### **Christine Ferguson**

*HR Analyst*  
christine.ferguson@scccd.edu

#### **Brittany Needham**

*HRMS Analyst*  
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#### **Reshonda Collins**

*HR Specialist*  
reshonda.collins@scccd.edu

#### **Vince Tafoya**

*HR Specialist*  
vince.tafoya@scccd.edu

## Personnel Commissioner Selection

The Personnel Commission is composed of three individuals who must be registered voters, reside in the State Center Community College District, and be "known adherents to the principles of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Commission.

# Merit System

*The fundamental purpose of the Merit System is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness.*

According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

## Additional Information

Regularly scheduled meetings of the Personnel Commission are held the third Tuesday of each month. Agendas and minutes are posted on our website at [www.scccd.edu](http://www.scccd.edu).

The Personnel Commission encourages all to visit its website to view Classified Vacancies, Commission Annual Reports, Commission Rules, Job Classifications and Families, Salary Schedules, and much more.

## Personnel Commission Annual Report | FY 2015-2016



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

### Personnel Commission

1525 East Weldon Avenue

Fresno, CA 93704-6398

559.244.5900 phone

559.272.5156 fax

[www.scccd.edu](http://www.scccd.edu)

[www.governmentjobs.com/careers/scccd](http://www.governmentjobs.com/careers/scccd)



@scccd.pcjobs  
@scccd\_pcjobs

## Personnel Commission – Director’s Report

*August 23, 2016 Regular Meeting*

### Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Police Officer	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Buyer	August 22, 2016
Building Services Manager	August 26, 2016
Maintenance Worker I	August 29, 2016
Human Resources Technician – Confidential	August 29, 2016
Executive Assistant to the Chancellor	September 2, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Police Sergeant	Competency	August 19, 2016

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

Name	Location	Anticipated Posting Date/Status
Chief of Police	DO	Late August 2016
Curriculum Assistant	Districtwide	September 2016
Financial Aid Assistant I	Districtwide	September 2016
Financial Aid Manager	FCC	September 2016
HR Analyst - Confidential	Districtwide	September 2016
Office Assistant I/II	Districtwide	September 2016
Office Assistant I/II PPT	Districtwide	September 2016
Call Center Support Specialist	DO	October 2016
Call Center Support Assistant	DO	October 2016
Library Services Assistant	DO	October 2016
Orientation Assistant	Districtwide	October 2016
Program Development Assistant	Districtwide	October 2016
Sign Language Interpreter Coordinator	FCC	October 2016
Student Communications Specialist	FCC	October 2016
Institutional Research Coordinator	Districtwide	November 2016
Instructional Lab Tech – Chemistry	FCC	November 2016
Instructional Tech – Manufacturing	MC	November 2016
Professional Development Coordinator	FCC	November 2016
Student Personnel Services Assistant	FCC	November 2016

Accounting Series	Districtwide	December 2016
Athletic Trainer	CCC	December 2016
Human Resources Assistant	DO	December 2016
Educational Advisor	DO	December 2016
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
Administrative Assistant	Administrative Svcs, FCC	List Pending Referral
Assessment Technician	Office of Instruction, CCC	List Referred 7/13/16
Department Secretary PPT	Office of Instruction, MC	List Referred 8/1/16
Department Secretary PPT	Office of Instruction, MC	List Referred 8/1/16
Department Secretary PPT	Office of Instruction, FCC	List Pending Referral
Department Secretary	Admissions & Records, FCC	List Referred 5/23/16
Graphic Designer	Print Shop, FCC	List Referred 7/15/16
Groundskeeper Worker	Operations, DO	List Pending Referral
Instructional Tech - Manufacturing	Office of Instruction, FCC	List Referred 7/27/16
Instructional Tech – Manuf PPT	Office of Instruction, MC	List Pending Referral
Occupational Health & Safety Off	Operations, DO	List Referred 8/18/16
Office Assistant III	DSP&S, FCC	List Pending Referral
Office Assistant III	Student Activities, FCC	List Pending Referral
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Seasonal Student Advisor	Student Services, CCC	List Referred 2/18/16
Senior Systems & Network Admin	Information Systems, DO	List Pending Referral
Sign Language Interpreter III – PPT	DSP&S, FCC	List Referred 5/19/16
Student Services Specialist	Student Services, FCC	List Pending Referral
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

## Classification

### Job Description Updates

Name	Status
Classification Studies	Managers have completed the review of classification study reports.
Classification Specifications	Commission staff is currently updating/creating new job descriptions to ensure they are up-to-date and accurate based on the Classification Studies report. The updated/new job descriptions will be provided with the Final Classification Report has been approved.

### Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation

- Training Administrators and staff
- Application and Resume Writing Training August 30<sup>th</sup> @ FCC, August 31<sup>st</sup> @ CCC and September 1st @ RC & MC
- New Employee Orientation, September 8, 2016
- Fresno City College Job Fair September 20, 2016
- ACHRO/EEO Conference @ Sacramento October 18 – 21
- WRIPAC Training & Meeting @ Bass Lake October 26 – 28
- Leadership Class XVI Graduation, December 9, 2016 @ FCC OAB
- WRIPAC Training & Meeting @ Costa Mesa January 18 – 20, 2017
- CSPCA Conference @ San Francisco January 26 – 29, 2017