

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Board Room
1525 East Weldon Avenue
Fresno, CA 93704

5:30 p.m. – Regular Meeting
Tuesday, January 26, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the December 15, 2015 Regular Meeting.
- E. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
 - 2. Discussion of Classification Study Status
- F. Action Items
 - 16-01 Consideration and Approval of Eligibility Lists
 - a. Assessment Technician, Effective 12/15/15
 - b. Farm Production Supervisor, Effective 1/13/16
 - c. Library/Learning Resource Assistant III 12/18/15
 - d. Network Coordinator, Effective 1/13/16
 - e. Registration Assistant, Effective 12/18/15
 - f. Research Assistant, Effective 12/17/15
 - g. Seasonal Student Advisor, Effective 12/18/15
 - h. Textbook Purchasing Clerk, Effective 1/15/16
 - 16-02 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - a. Assessment Technician, RC
 - b. Evaluator, 6-Month Limited-term, RC
 - c. Research Assistant, RC
 - d. Webmaster, RC
 - 16-03 Consideration and Approval of Revised Classification Specification for Chief of Police

- 16-04 Consideration and Approval of Revised Classification Specification for Lead Maintenance Worker
- 16-05 Consideration and Approval of Appointment of a Hearing Officer for Appeal of a Medical Examination Results for Case # 01-26-16.16-05.3126
- 16-06 Consideration and Approval of Appointment of a Hearing Officer for Appeal of a Medical Examination Results for Case # 01-26-16.16-06.1185

G. Director's Report

H. Commissioners' Reports

I. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
December 15, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Tim Liermann, Chairperson
Bradley Tahajian, Vice – Chairperson
Pamela Freeman-Fobbs
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Phillips, HR Analyst
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Gregory Taylor, DO
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Stephanie Robinson, FCC
- Public Comment Ms. Bruce inquired if an email had been sent out regarding the classification study. Ms. Gomez responded that it had not yet been sent out and would be covered in more detail in Informational Item 3.
- Consideration of Joint Commissioner Appointment Mr. Liermann administered the Oath of Allegiance to Mr. Tahajian who was appointed as Joint Commissioner.
- Approval of the Minutes The minutes of the November 17, 2015 Regular Meeting were presented for approval.
- Mr. Liermann requested that “neutral Commissioner” be replaced with “joint Commissioner” on page 5, item 15-54, and second paragraph.
- Ms. Gomez stated that Ms. Campbell had forwarded her suggested corrections in advance of the meeting. Ms. Campbell requested that “site-side meetings” be replaced with “site-wide meetings” on page 2, information item 4, and first paragraph. Ms. Campbell also requested that “explain” be replaced with “explained” on page 1, Public Comment, second paragraph.
- Mr. Tahajian moved to adopt the minutes as amended, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0

Information Items

1. Quarterly Budget Report Ms. Gomez provided an update on the quarterly budget report noting the adjustment for additional Personnel Commission staff.

2. Discussion of Employees Working Out-of-Classification
- Ms. Gomez provided an update on employees working out-of-classification noting that the report only listed one employee working out-of-classification, but should state two employees who were newly added.
- Ms. Gomez inquired if the Commissioners wanted to have the report presented every month. Mr. Liermann requested that the report be presented one final time at the regular January Commission meeting.
3. Discussion of Classification Study Status for Clerical/Secretarial Job Families
- Ms. Gomez provided an update on the current classification study. Ms. Gomez stated that a memo would be sent out to all classified staff providing an update once it had been reviewed by Mr. Liermann.
- Mr. Liermann requested that a hard copy of the memo be sent to employees that do not have email accounts.

Action Items

[15-55] Consideration and Approval of Eligibility Lists

- Eligibility Lists Presented:
- a. Administrative Aide - Madera College Center, Effective 11/24/15
 - b. Bookstore Sales Clerk I – Seasonal, Effective 12/5/15
 - c. Bookstore Seasonal Assistant, Effective 12/9/15
 - d. General Utility Worker, Effective 11/24/15
 - e. Instructional Technician – Chemistry/Physical Science, Effective 12/8/15
 - f. Instructional Technician – General Science, Effective 12/8/15
 - g. Lead Custodian, Effective 11/24/15
 - h. Painter, Effective 11/12/15
 - i. Programmer Analyst, Effective 12/9/15
 - j. College Athletic Trainer (continuous), Effective 12/9/15

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 15-55 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[15-56] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

- Classifications Presented:
- a. Sign Language Interpreter III – PPT, RC
 - b. Sign Language Interpreter III – PPT, RC
 - c. Administrative Aide, 6-Month Limited-term, DO

Ms. Gomez presented this item for consideration and approval.

Ms. Freeman-Fobbs moved to approve item 15-56 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-57] Consideration and Approval to Change Position Classification in the Classified Service

Classification presented:

- a. Publication Specialist, Clovis College #5077

Ms. Gomez presented this item stating that position was originally classified as a Publication Specialist but should have been classified as a Graphic Artist.

Mr. Tahajian moved to approve item 15-57 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-58] Consideration and Approval of New Classification Specification for Nursing Simulation Technician

Classifications Presented:

- a. Laboratory Simulation Technician

Ms. Gomez presented this item for consideration and approval.

Ms. Robinson provided the Commission with a brief background and explanation of the Nursing Simulation Technician position.

Mr. Liermann moved to approve item 15-58 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-59] Consideration and Approval of Revised Classification Specification for Child Development Lab School Manager

Ms. Gomez presented this item noting that an additional change to the classification was required in order to ensure that the position meets the updated requirements for Licensing. Ms. Gomez requested the addition of “Ability to achieve and maintain a level 5 Early Stars rating from the County Office of Education”.

Mr. Liermann moved to approve item 15-59 with the addition noted, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-60] Consideration and Adoption of 2016 Personnel Commission Regular Meeting Calendar

Ms. Gomez presented this item for consideration and adoption noting the preferred dates. Ms. Gomez recommended the following changes to the proposed calendar, January 19, 2016 to January 26, 2016 and May 24, 2016 to May 11, 2016.

Ms. Freeman-Fobbs moved to adopt item 15-60 as presented with changes to the January 26, 2016 and May 11, 2016 proposed meeting dates, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-61] Consideration of
SCCCD Personnel
Commission
Organization

Mr. Liermann moved that Ms. Freeman-Fobbs serve as Chairperson, Mr. Tahajian serve as Vice-Chairperson and Ms. Gomez serve as Secretary for term of January 1, 2016 through December 31, 2016. Mr. Tahajian seconded the motion, and it carried unanimously.

b. Election of
Officers

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, stating that current Food Service Worker I recruitment will be stopped and posted as continuous recruitment.

Commissioner's Report

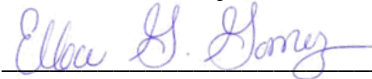
Ms. Freeman-Fobbs reported that she attended the Heritage Society dinner with major State Center Community College Foundation donors.

Mr. Tahajian thanked Mr. Liermann for great job as Chairperson

Mr. Liermann thanked everyone for the support and wished all in attendance a great holiday.

Adjournment

Mr. Liermann adjourned the meeting at 6:07 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: January 26, 2016

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: 1

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**

		Current			Wg Out of Class			
Start	End	First Name	Last Name	Position No.	Current Position	Position No.	Wg out of Class Position	Status
12/9/2015		Harold	Zahlis	2007	Network Coordinator	2007	Director of Technology	WOC while Don is Interim VP of Instruction.

Number Employees Pending Working Out of Class Review

9

Number Employees Working Out of Class Review Completed

20

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

Presented to the Personnel Commission:

Date: January 26, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Schedule of Meetings

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

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

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

1. **Wed, Feb 3** – FCC Instruction
2. **Thurs, Feb 4** – CCC
3. **Wed, Feb 17** – FCC Student Services + Admin Services
4. **Wed, Feb 24** – RC + MC + OC
5. **Tues, Mar 1** – FCC President

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

Presented to the Personnel Commission:

Date: January 26, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-01

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.

Assessment Technician

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500223	1,517	70	36	9	25	10	9

Oral Board Raters

Lili Gao, Institutional Research Coordinator, State Center Community College District
 Sam Porraz, Admissions Advisor II, National University
 Matthew Zivot, Research Analyst, California State University Fresno

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	0	5	16	8	4	0	1	37
Male	2	1	4	12	6	2	0	1	28
No Answer	0	0	0	0	1	0	0	4	5
Total	5	1	9	28	15	6	0	6	70

** Failed MQ: 27—Minimum qualifications; 17— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

ASSESSMENT TECHNICIAN

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

- Definition:** Under direction assists in planning, developing, and implementing student assessment programs and activities.
- Compensation:** Starts at \$4,105.25 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$23.68 per hour with limited benefits.
- Experience:** Responsible experience in educational testing, statistics, or data processing.
- Education:** Bachelor's degree.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Duties include the planning, developing, and organizing of student assessment programs and activities, coordinates and leads the implementation of complex testing programs, serves as liaison to various instructional and support service departments and local high schools, gathers data and performs difficult and specialized statistical work, develops and maintains assessment records and student data, supplies information involving facts and interpretation. May perform other related duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of modern office procedures and practices, statistical methods, assessment methods and college assessment uses. Skill to gather, analyze, and interpret statistical information relating to assessment procedures and results, plan, coordinate and conduct a variety of complex assessment activities, develop and coordinate publicity for assessment activities, format data, maintain complex records and prepare reports, assist data processing staff in developing programs for assessment operations, and skill to accurately type at a sufficient speed to maintain work flow. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Selection Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (60% weight) and an oral interview examination (40% weight).

ASSESSMENT TECHNICIAN

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 2, 2015.

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

Filing Deadline:

4:30 p.m., Monday, November 16, 2015

Posted: 10/26/15

Pay Range: Regular Classified Range 57

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

FARM PRODUCTION SUPERVISOR

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500172	784	3	0	0	3	3	3

Oral Board Raters

Dr. Timothy Smith, Plant Science Instruction, Reedley College
 Scott Schmidt, Logistical Support, Farming D

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN, CAPCA Magazine (December 2015 edition), HigherEdJobs.com, Nisei Farms League, Farms Reach www.farmsreach.com

K-12 School Districts:

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

Applicant Demographics

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

** Failed MQ: 0



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS
CENTER

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **FARM PRODUCTION SUPERVISOR** **(EXTENDED DEADLINE)**

REEDLEY COLLEGE

Application Deadline

Friday, December 11, 2015, 4:30 PM

Salary Information

Classified Management Range 37

Starting Annual Salary

\$67,864.00—\$85,461.00

Apply Online

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





FARM PRODUCTION SUPERVISOR

Definition

Under direction plans, organizes, coordinates, and implements farm operations to support agricultural instruction and collaboration with local industry.

Distinguishing Characteristics

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

The **Farm Production Supervisor** is the incumbent responsible for managing the operations of a college agricultural laboratory and assists in development and implementation of operational procedures related to instructional assistance, operation of a farm/agricultural lab, animal care, crop production, and facilities and equipment maintenance and repair. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, vendors, management, administrators, faculty, staff and students while maintaining day to day management of the agricultural laboratory.

Supervision Received

General direction is usually received from the Dean of Instruction.

Supervision Exercised

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

Essential Job Functions

Responsibilities include coordinating farm operations with the staff and classroom instruction and the operations of the farm project with local industry; coordinating the management of field operations; contracting for various services required for the farm; controlling supplies inventories and sales of products; operating and teaching others the operation of farm equipment; assisting students by instructing in farm and livestock operations; developing the budget, budget controls and cost bids for the farm project; maintaining of records on crops and livestock inventory costs; planning the various farming operations of the farm project and the marketing of the products produced by the project. Assigning and reviewing the work of employees and students assigned to the project. Performs other duties as needed.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree in Agriculture or a related area AND at least two years of full-time paid experience in farming (row crops, field crops, trees, vines or ornamental crops, animal husbandry related to beef, sheep, swine or equine production) with at least one year in a supervisory or managerial capacity.

Licenses & Certificates

- Valid Driver's License.
- State of California Department of Pesticide Regulations (or DPR) – Qualified Applicator Certificate or License to apply Pesticides.
- California Agricultural Pest Control Advisor License

Knowledge of:

- Farming/agricultural principles and methods and their application to farm/agricultural activities.
- State and local laws and regulations related to animal care.
- State and local laws and regulations related to crop production and farm operations.
- Livestock care to include common illnesses, behavior, feeding, breeding, disease control, selection and sanitation.
- Irrigation systems to include installation, maintenance, troubleshooting, repair and relationship to weather to maximize efficiency and design a watering schedule.
- Proper preparation of fertilizers, herbicides and pesticides using accurate amounts and application techniques.
- Various diseases and pests common to the area and how to eliminate or manage the effects of such problems.
- Soil cultural practices (scraping, ripping, dicing, furrowing, harrowing).
- Principles of public relations and marketing of agricultural products.
- Health and safety laws and regulations as they apply to farm/agricultural operations, product sales and hazardous materials.
- Procedures for inventory control.
- Principles and practices of organization, leadership, management, and personnel administration.
- Principles of scheduling.
- Principles of budgetary planning, preparation, and manage-

ment.

- Capabilities of management information systems that relate to facilities planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
- Principles of supervision, training, and staff development.
- Strategic planning, resource allocation, staffing, and supervision.
- Record keeping and report preparation techniques to ensure information is accurately presented.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

Skill to:

- Plan, organize, staff, direct and control the various elements of the farm project.
- Negotiate contracts for farm production services.
- Coordinate various operations of the farm laboratory.
- Evaluate and mentor staff and students.
- Develop sustainable agricultural practices for the benefit of the farm laboratory.
- Safely use and maintain farm lab materials, tools and equipment.
- Identify a variety of plants and their horticultural needs.
- Identify a variety of livestock and their needs.
- Raise and breed livestock.
- Identify diseases, insects and pests.
- Design, install, repair, troubleshoot and maintain irrigation systems.
- Demonstrate the correct use of safety equipment, safe work habits and observe all applicable worker safety regulations to minimize the risk of injury.
- Operate and maintain hand and power tools and equipment used in farming and mechanics such as harvesters, tractors and feed mixers.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding District and Construction Services.
- Effectively communicate with individuals for whom English is not a primary language.

- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Read, interpret and explain technical material, such as labels on chemicals and farm implement manuals.
- Plan and manage an integrated program of farm operations, agronomy, and livestock in conjunction with an instructional program.
- Troubleshoot, maintain, repair, clean, operate and adjust farm lab equipment and machinery.
- Develop plans for farm operations and recommend improvements.
- Train others in farm operations and related activities.
- Perform heavy manual labor such as bending, lifting, stretching, lifting overhead, and carrying tools.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and evaluate the work of others.
- Appropriately interact with students, staff, faculty, and 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 has ongoing physical strain and or/muscular exertion; uses hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee operates vehicles and heavy machinery in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations. Regular and at times sustained exertion of moderate to heavy physical effort in lifting, carrying, pushing, and pulling heavy items weighing up to 50 lbs.

Mental Demands

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

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work involves indoor and outdoor environment, working with farm equipment; subject to heavy lifting, electrical equipment and tools; exposure to hazardous chemicals, pesticides, fertilizers, and extensive student contact; noise exposure up to 110 decibels, typically that of a chain saw.

Working Conditions

The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accom-

modations may be made to enable individuals with disabilities to perform the essential functions.

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work involves indoor and outdoor environment, working with farm equipment; subject to heavy lifting, electrical equipment and tools; exposure to hazardous chemicals, pesticides, fertilizers, and extensive student contact; noise exposure up to 110 decibels, typically that of a chain saw.

Recruitment (Examination) Process

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

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

TESTING TENTATIVELY SCHEDULED FOR TUESDAY, JANUARY 12, 2016

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

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

This position is assigned to Reedley College.

**State Center Community College District
Personnel Commission Office**
1525 E. Weldon Avenue
Fresno, CA 93704
(559) 244-0720
www.scccd.edu

LIBRARY/LEARNING RESOURCE ASSISTANT III

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500155	1,498	122	97	5	20	15	14

Oral Board Raters

Mark Berner, Community Librarian, Fresno County Library
 Linda Jackson, Library/Learning Resource Assistant II, State Center Community College District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	8	1	15	28	27	5	0	0	84
Male	2	0	8	12	9	5	0	0	36
No Answer	0	0	1	0	0	0	0	1	2
Total	10	1	24	40	36	10	0	1	122

** Failed MQ: 81—Minimum qualifications; 16— Incomplete application

Prepared by Reshonda Collins – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398
Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

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

LIBRARY/LEARNING RESOURCE ASSISTANT III

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

- Definition:** Under direction performs paraprofessional duties including processing, circulating, storing, operating, and utilizing books, periodicals, audio-visual materials and equipment.
- 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 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a wide variety of work, including typing, proof-reading, filing, checking and recording information on records from rough drafts, notes, or general instructions. Maintains books, periodicals, audio-visual materials and equipment and assists in the identification and location as needed. Operates and demonstrates a variety of machines including movie, slide and overhead projectors, tape recorders, tape duplicating equipment and other audio-visual equipment. Prepares for and circulates periodicals, films, and books according to college and standard library rules. Enters and retrieves data from computer system in appropriate format. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** Considerable experience processing, circulating, storing, operating, developing, and utilizing Library/Learning Resources books, audio-visual materials and equipment.
- Knowledge and Abilities:** Knowledge of library practices and terminology, general types and uses of library materials and standard references. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to read and interpret card catalog, periodical indexes and abstracts. Ability to operate audio-visual equipment. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (40% weight) and an oral interview examination (60% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 9, 2015.

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: **MONDAY, NOVEMBER 23 2015, 4:30 PM.**
Posted: 11/02/15

Pay Range: Regular Classified Range 48

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.

NETWORK COORDINATOR

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500158	697	21	3	5	13	5	5

Oral Board Raters

Harry Zahlis, Network Coordinator, Fresno City College
 Joanne Glantz, Network Specialist II, Madera Unified School District
 Jas Singh, IT Analyst, Westlands Water District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	1	0	0	0	1	0	0	0	2
Male	1	0	3	7	6	1	0	0	18
No Answer	0	0	0	0	1	0	0	0	1
Total	2	0	3	7	8	1	0	0	21

**** Failed MQ: 3—MQs**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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Oakhurst Center • Career and Technology Center • The Training Institute

NETWORK COORDINATOR

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

- Definition:** Under general direction, this position is responsible for all technical and administrative aspects of the District's wide-area and local-area network, desktop computers, and servers-file, print, electronic mail, and World Wide Web.
- Compensation:** Starts at \$6,218.08 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 \$35.87 per hour with limited benefits.
- Experience:** Progressively responsible experience performing similar duties in an academic, corporate, or similar environment.
- Education:** Associate degree or 60 college units in telecommunications, computer science, business administration, information systems, engineering, or other related field.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Duties include coordinating the District's academic and administrative network activities; providing support for the District's network, LAN and WAN, services and infrastructure; providing technical support for network hardware and software used in the District's multiple IP sub-nets that provide mission-critical academic, administrative, and infrastructure services to various District clients; providing systems and network maintenance by performing operating system hardware installations and upgrades and by performing network hardware installations, upgrades, and configuration; performing technical activities to monitor network performance to meet acceptable service levels; diagnosing and resolving network problems, internal or external; installing and maintaining appropriate network software and hardware; managing IP addressing for the various sub-nets; managing World Wide Web and Internet related activities; maintaining and charting historical documentation of the performance measurement for capacity planning; recommending and implementing network policies, procedures, and standards that conform with the District's objectives; researching, planning, evaluating, and proposing new system and network hardware as needed. Perform other duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of networking theory including different layers of ISO network stack and network protocols, for example, TCP/IP, User Datagram Protocol; UNIX, Windows NT, and Windows 95 operating systems; networking technologies such as ATM, FDDI, Fast Ethernet, and Ethernet; networking applications such as NTP, NFS, Telnet, FTP, and HTTP; monitoring protocols, SNMP and RMON, and routing protocols, BGP, EIGRP, RIP, etc. Ability to install and configure complex network and system monitoring software; to learn and apply technical information rapidly; to use systems resources such as documents, manuals, publications, other institutions, and vendors; to work with diverse groups and under pressure. Ability to utilize organizational and analytical skills, written and oral communication skills, and work in teams.

NETWORK COORDINATOR

Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to assign, monitor and review the work of others. Ability to learn and apply college and district policies and procedures.

Selection Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 2, 2015.

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

Filing Deadline:

4:30 p.m., Monday, November 16, 2015

Posted: 10/26/15

Pay Range: Regular Classified Range 74

REGISTRATION ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
RAS-1115	2,661	228	22	161	45	15	13

Oral Board Raters

Robert De La Torre, Outreach and Degree Completion Advisor, Fresno Pacific University
 Peter Martinez, Student, Stanford University
 Natalie Minas, Orientation Assistant, State Center Community College District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	18	3	32	74	36	18	0	0	181
Male	1	0	12	20	6	3	0	0	42
No Answer	0	0	0	0	0	1	0	4	5
Total	19	3	44	94	42	22	0	4	228

**** Failed MQ: 6—Minimum qualifications; 16— Incomplete application**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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Oakhurst Center • Career and Technology Center • The Training Institute

REGISTRATION ASSISTANT

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

Definition:	Under general direction, and very close supervision assists and provides information to students, staff and the public with information regarding admissions, records and registration functions.
Compensation:	Starts at \$2,277.08 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 \$13.14 per hour with no benefits, except sick leave and vacation.
Examples of Duties:	Accomplishes simple assistance with student registration functions. Provides routine basic registration information and assistance to students. May answer telephones, reply to basic registration inquiries, and take messages. Operates a copy machine, distribute office mail, time-stamp documents, and file/retrieve registration information. May operate data entry terminals and computers to enter registration information.
Required Employment Standards:	Education and Experience: Any combination equivalent to: High School Diploma or equivalent and basic customer service experience. Licenses/Certificates: A valid driver's license is required.

Knowledge

- Knowledge of basic goals and objectives of a college admissions and records office.
- Knowledge of Federal, state and local laws, rules and regulations governing confidentiality of student records.
- Knowledge of simple recordkeeping techniques and general office practices and procedures.
- Knowledge of math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills

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

Abilities

- Ability learn basic registration functions and answer basic registration questions.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to learn and interpret and explain rules, regulations, procedures and policies pertaining to admissions and records.
- Ability to receive and follow instructions.

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- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to sit for long periods of time at a counter responding to inquiries.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- 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 a loud environment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- 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)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions which may occur:

- Schedule changes may occur based on business needs.
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- 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.

Examination Process:

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral

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REGISTRATION ASSISTANT

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 9, 2015.

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: MONDAY, NOVEMBER 23 2015, 4:30 PM.
Posted: 11/02/15

Pay Range: Regular Classified Range 33

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RESEARCH ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500332	1408	43	29	3	11	9	5

Oral Board Raters

Carol Rains-Heisdorf, Research Assistant, FCC
 Daniel Griffin, Office of Research and Sponsored Programs, Fresno State
 Micheline Golden, Director of Development for Centers & Institutes, Fresno State

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	0	6	7	6	0	0	0	23
Male	1	0	3	6	8	1	0	1	20
No Answer	0	0	0	0	0	0	0	0	0
Total	5	0	9	13	14	1	0	1	43

** Failed MQ: 27—MQs; 2— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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RESEARCH ASSISTANT

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. The current vacancy is at Fresno City College.

- Definition:** Under direction performs research, analysis, and assists in drafting and editing proposals for external funding.
- Compensation:** Starts at \$4,417.92 per month. Full-time permanent positions provide an attractive benefit package which includes compensation, health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$25.49 with limited benefits.
- Examples of Duties:** Performs a variety of work, including researching, analyzing and interpreting complex data. As part of a team, develops and edits comprehensive proposals for funding. Regularly interfaces with administrators, faculty, staff, legislative offices and the public to collect and disseminate data. Attends proposal development workshops. Proposes procedures to assure accuracy, clarity, accessibility, usability, and confidentiality of information. Tracks budget expenditures, maintains ledger books, and prepares reports. Enters and retrieves data from computer system in appropriate format. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Employment Standards:**
- Education & Experience**
Any combination equivalent to: Bachelor's degree preferably with a major in the field of Economics, Political Science, Business or Public Administration, Government, Business or related field and responsible experience (2 years or more) performing a combination of grant research, writing, and project development as a research analyst/assistant.
- Licenses/Certificates/Other**
Valid Driver's License is required
- Knowledge**
- Knowledge of research, analysis, consultation, advocacy and technical assistance methods and techniques used in securing, developing or providing information.
 - Knowledge of grant writing and institutional research techniques used in programs development process.
 - Knowledge of governmental practices, functions, policies, and requirements.
 - Knowledge of budgeting, funding, and resource development
 - Knowledge of multiple project scheduling and time management techniques.
 - Knowledge of office support functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
 - Knowledge of record keeping and report preparation techniques to ensure program compliance.

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- Knowledge of proper English spelling, grammar, and punctuation to compose items such as grant proposals and/or strategic plans.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

Skills

- Skill to conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.
- Skill to evaluate and interpret technical information and complex situations effectively.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of research projects.
- Skill to enter and retrieve data from computer system in appropriate format.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts clients, collaborative partner contacts, independent programs consultant/trainers, and the public
- Ability to develop alternatives, prepare summaries and recommend courses of action or conclusions demonstrating initiative, creativity and flexibility.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to institutional research and grants.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, and purchase orders as needed for office operation.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to assign, monitor, and evaluate the work of others.
- Ability to maintain consistent, punctual and regular attendance.

- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

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

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

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

Working conditions Which May Occur:

Working conditions which may occur:

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

Examination Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 2, 2015.

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 Deadline: MONDAY, NOVEMBER 16, 2015, 4:30 PM.
Posted: 10/26/15

Pay Range: Classified Range 60

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

SEASONAL STUDENT ADVISOR

Recruitment ID SSA-1115	Hits 1561	Applicants 92	Failed MQ** 54	Failed Competitive 1	Took Competency 37	Took Oral 20	Eligible 14
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Oral Board Raters

Tasha Johnson, Educational Advisor, FCC
Diana Martinez, HR Director, Westlands Water District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	1	9	26	15	1	0	2	60
Male	2	0	5	12	2	7	0	1	29
No Answer	0	0	0	0	1	0	0	2	3
Total	8	1	14	38	18	8	0	5	92

** Failed MQ: 51—MQs; 3— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

SEASONAL STUDENT ADVISOR

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.

- Definition:** Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.
- Compensation:** Starts at \$3,633.75 per month. Full-time permanent positions provide an attractive benefit package which includes compensation, health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$20.96 with limited benefits.
- Examples of Duties:** Performs a variety of duties including, but not limited to: conducting group presentations as well as individual sessions with students and parents regarding admissions, course selection, registration, and completion of forms and other procedures. Guides students in course selection and recording their student educational plan; assisting with recruitment, retention and community outreach projects including identifying prospective students, contacting students and the public, and assisting at orientations and registration. May perform other related duties as needed.
- Required Employment Standards:**
- Education**
Bachelor's degree.
- Experience**
Experience working with various types of student support services, student recruitment and transfer information.
- Licenses/Certificates**
A valid driver's license is required.
- Knowledge:**
- Knowledge of college and community resources to assist students.
 - Knowledge of student advising procedures, college regulations, student transcripts and Privacy Act.
 - Knowledge of student services functions and student referral procedures.
 - Knowledge of curriculum, course catalog, course prerequisites and general education requirements.
 - Knowledge of Federal, state and local laws, rules and regulations governing confidentiality of student records.
 - Knowledge of simple recordkeeping techniques and general office practices and procedures.
 - Knowledge of math including addition, subtraction, multiplication, and division.
 - Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
 - Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
 - Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
- Skills:**
- Skill to organize materials and events and be timely in their presentation.
 - Skill and ability to effectively communicate with individuals for whom English is not a primary language.

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- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities:

- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to interpret and apply college and district policies and procedures.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assign, monitor and review the work of others.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to stand for long periods of time at a counter responding to inquiries.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)

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

Working conditions Which May Occur:

Working conditions which may occur:

- Will be required to 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 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.

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 (0% weight, pass/fail). The examination process will also include a competency test (45% weight) and an oral interview examination (55% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 35 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 20 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 9, 2015.

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

Filing Deadline: MONDAY, NOVEMBER 23, 2015, 4:30 PM.
Posted: 11/02/15

Pay Range: Classified Range 52

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.

Textbook Purchasing Clerk

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500106	1,854	92	30	31	31	16	14

Oral Board Raters

Diane Rodriguez, Credential Analyst II, National University
Gina Tarvin, Accounting Technician II, Fresno City College

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	8	0	6	16	19	6	0	3	58
Male	4	0	7	12	6	0	0	1	30
No Answer	0	0	0	1	0	0	0	3	4
Total	12	0	13	29	25	6	0	7	92

** Failed MQ: 28—Minimum qualifications; 2— Incomplete application

Prepared by Reshonda Collins – State Center Community College District



CLASSIFIED JOB OPPORTUNITY
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

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

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

TEXTBOOK PURCHASING CLERK

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

- Definition:** Under direction purchases and maintains records of a variety of books and supplies.
- 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 per hour with limited benefits.
- Experience:** Considerable experience in stock control, accounting and retail sales.
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Examples of Duties:** Performs a variety of work, including contacting divisions to maintain list of textbook requests, prepares textbook order forms for instructor approval, sends orders to publishers. Conducts end of term inventory. Maintains records of latest editions for each text. Troubleshoots textbook orders with problems including late deliveries, duplicate deliveries, incorrect shipments, or damaged shipments. Verifies prices from order sheets and computer records and lists prices, compiles used book list and price sheets for book buy back from students. Responds to inquiries from faculty, students/customers, publishers, and others regarding textbooks used on campus. May perform other related duties as needed.
- Required Knowledge and Abilities:** Knowledge of purchasing textbooks and related supplies, vendor, and time frames for ordering. Knowledge of inventory procedures pertaining to textbooks and supplies. Knowledge of publisher's book return policies. Skill to maintain and file records of textbook use, prices, and sales volume. Enters and retrieves data from computer system in appropriate format. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Selection Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (No Weight).
 The examination process will also include a competency test (45% weight) and an oral interview examination (55% weight).
 Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

APPLICANTS MUST SUBMIT AN ONLINE APPLICATION
BETWEEN WEDNESDAY, DECEMBER 2, 2015 AND FRIDAY, DECEMBER 4, 2015.
ONLINE APPLICATIONS WILL NOT BE ACCEPTED ON ANY OTHER DATES.
TESTING TENTATIVELY SCHEDULED FOR FRIDAY, DECEMBER 11, 2015

Filing
Deadline:
4:30 p.m.
Wednesday,
December 4,
2015

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Resumes may also be uploaded but cannot be used in lieu of a completed application.
 Date Posted: 11/10/15

Pay Range: Regular Classified 48

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

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

Presented to the Personnel Commission:

Date: January 26, 2016

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

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-02

Background:

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

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

- a. Assessment Technician, RC
- b. Evaluator, 6-Month Limited-term, RC
- c. Research Assistant, RC
- d. Webmaster, RC

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 12, 2016

SUBJECT: Consideration to Approve New Positions for ITEM NO. 16-05HR
 Student Success and Support Program, Reedley
 College

EXHIBIT: None

Background:

Reedley College has received Student Success and Support Program (SSSP) funding. The administration in conjunction with staff has been evaluating the parameters of the funding requirements to determine appropriate staffing to meet the objectives of the funding requirements. Reedley College administration is recommending the following:

Classified: One (1) New Six-Month Limited Term Evaluator Position
 One (1) New Assessment Technician Position
 One (1) New Research Assistant Position
 One (1) New Webmaster Position

Management: One (1) New Dean of Student Services

Recommendation:

It is recommended the Board of Trustees approve new positions for the Student Success and Student Support (SSSP) Plans, Reedley College, as presented above.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ASSESSMENT TECHNICIAN

DEFINITION

Under direction assists in planning, developing, and implementing student assessment programs and activities.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex testing and statistical reporting duties in accordance with general instructions or established procedures. This position may require lead responsibilities. This position differs in the complexity of the assignments and the employment of statistical and testing standards.

EXAMPLES OF DUTIES

Duties include the planning, developing, and organizing of student assessment programs and activities, coordinates and leads the implementation of complex testing programs, serves as liaison to various instructional and support service departments and local high schools, gathers data and performs difficult and specialized statistical work, develops and maintains assessment records and student data, supplies information involving facts and interpretation. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree.

Experience: Responsible experience in educational testing, statistics, or data processing.

Knowledge and Abilities: Knowledge of modern office procedures and practices, statistical methods, assessment methods and college assessment uses. Skill to gather, analyze, and interpret statistical information relating to assessment procedures and results, plan, coordinate and conduct a variety of complex assessment activities, develop and coordinate publicity for assessment activities, format data, maintain complex records and prepare reports, assist data processing staff in developing programs for assessment operations, and skill to accurately type at a sufficient speed to maintain work flow. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 9 Page 15

Approved: June 17, 1991

Salary Range: 57

Revised by PC August 21, 2012

STATE CENTER COMMUNITY COLLEGE DISTRICT EVALUATOR

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general standards and may require lead responsibilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification differs from other classifications in that incumbents have problem-solving responsibilities regarding broad-based curriculum issues.

EXAMPLES OF DUTIES

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

- Evaluates student academic records to verify completion of educational requirements for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluates student academic records in compliance with the state education code, Title 5, board policy, administrative regulations and college catalogs.
- Evaluates transcripts and other documents for courses and units completed, course level, content, and unit value.
- Evaluates, researches, and interprets transcripts, course descriptions and other documents to determine course equivalencies and course substitutions.
- Determines number of units accepted by reviewing catalogs, grading systems, and/or by contacting other institutions via telephone, written communication, and by utilizing other appropriate reference materials.
- Audits and reviews military records, advanced placement test scores, College-Level Examination Program (CLEP) test scores, and other exams to determine number of units awarded and to post credits to students' permanent records.
- Determines athletic eligibility based on established rules and regulations.
- Provides information and technical assistance to students, staff, counselors, faculty, administrators, and public on the interpretation of district policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification.
- Provides information and technical assistance to other colleges, universities, and institutions outside of the district regarding course transfers, course equivalencies, course content and other evaluation related requirements.
- Explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed.
- Conducts degree audits to ensure that student meets all requirements and prepares IGETC and GE certifications.
- Researches and corrects degree audit discrepancies based on established guidelines.
- Assists students in completing various forms and documents.

- Reviews course waiver/substitution petition forms and non-traditional education materials for granting of college credits.
- Prepares correspondence to students on graduation and degree requirements, evaluation status, to request additional documentation, and regarding other evaluation related issues.
- Converts quarter units to semester units where applicable.
- Reviews final grades and verifies completion of final semester courses.
- Processes application for graduation and determines eligibility for graduation based on approved curriculum.
- Assists at graduation ceremonies by preparing graduation lists, diplomas/certificates, reader cards, and processes reservations.
- Enters and retrieves data from computer system as needed and utilizes various word processing, spreadsheet, database, email and other software programs to compile information, create and maintain records, and to prepare a variety of statistical reports.
- Assigns and reviews the work of other employees and students assigned to the department.
- May perform other duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

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

OR

Experience

- Responsible experience in the evaluation of student records in a higher education institution including notification and explanation of evaluation criteria to students.

Education

- Completion of 30 semester units of college level coursework is preferred.

Knowledge:

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

Skills:

- Skill to exercise initiative and sound judgment to solve technical and complex problems.
- Skill to prioritize workload and conflicting demands.
- Skill to analyze situations accurately, determine priorities and adopt an effective course of action.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.

- Skill and ability to make effective decisions independently.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities:

- Ability to respond accordingly to changing rules and regulations relating to admission and records.
- Ability to prepare and maintain accurate data, records, and files and prepare reports as necessary.
- Ability to plan and organize work to meet schedules and deadlines.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Ability to perform independently specialized duties with minimum direction or supervision.
- Ability to perform mathematical computations to evaluate students' academic standing.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assist in assigning, monitoring, and/or reviewing the work of others.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. Flexibility can also involve the continuous and repeated bending, stretching, or twisting movements of the trunk, arms or legs such as switching from the counter to the computer screen. (Flexibility)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules

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

Working conditions which may occur:

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

Approved by BOT: September 6, 2011

Approved by PC: November 29, 2011

Salary Negotiated: Regular Classified Range 49

STATE CENTER COMMUNITY COLLEGE DISTRICT
RESEARCH ASSISTANT

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

Education & Experience

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

Licenses/Certificates/Other

Valid Driver's License is required

Knowledge

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

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

Skills

- Skill to conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.
- Skill to evaluate and interpret technical information and complex situations effectively.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of research projects.
- Skill to enter and retrieve data from computer system in appropriate format.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts clients, collaborative partner contacts, independent programs consultant/trainers, and the public
- Ability to develop alternatives, prepare summaries and recommend courses of action or conclusions demonstrating initiative, creativity and flexibility.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to institutional research and grants.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, and purchase orders as needed for office operation.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to assign, monitor, and evaluate the work of others.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)

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

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

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

Working conditions which may occur:

- Work inside protected from the weather.
- May work outside exposed to the weather and varying temperatures.

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

Section: Miscellaneous Technical
Approved: 6/17/1991
Revised by PC: 2/18/2014
Salary Range: 60

STATE CENTER COMMUNITY COLLEGE DISTRICT WEBMASTER

DEFINITION

Under direction works independently with timelines while performing duties associated with maintaining, developing, implementing and monitoring the overall objectives for content and design of web site; provides support, training to the District and/or Campuses and manages web performance and security.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established laws/procedures. This position designs, publishes and maintains the District and/or Campus primary web site. Incumbents will be expected to work closely with various departments to assist in creating web-accessed databases, manage web servers and assure security and integrity of District/Campus information. The incumbent will also provide technical support and training to departments and campus sites regarding individual department and site web page design, trends and policies. This position will require lead responsibilities. This position differs from lower levels by the responsibility for and the technical knowledge of websites, complexity of problem solving, and in-depth knowledge of web programming languages.

EXAMPLES OF DUTIES

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

- Design, publish and update new and existing web sites and pages in order to maintain an appealing flow and uniformity.
- Confer with appropriate personnel and assure high quality, accessibility, integrity, consistency and accuracy of the content of online resources.
- Ensure sensitive or confidential information is not inadvertently released or compromised and review sites for hacker attempts and provide counter-measures to prevent future attacks.
- Program using Hyper Text Markup Language (HTML) or related languages and upload pages on the web site.
- Integrate multimedia assets, search engines and applications into the site by establishing links with other appropriate web sites.
- Respond to user expectations for change and dynamic publishing.
- Perform ongoing research and evaluation of new tools, software, products and technologies related to web sites and make appropriate recommendations.
- Develop proposals and timelines for completion of web site projects.
- Test and make recommendations related to new software, tools and hardware related to web site development.
- Present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization.
- Integrate graphics, animation, video, sound and/or content for use in presentations, multimedia programs, web sites, CDs, DVDs, emails, and other electronic media.
- Create and assure the functionality of web page links, online forms, surveys, scripts running behind the web site and convert files between various formats.
- Determine appropriate compression techniques, resolutions, sizes, color maps and depths to assure images are delivered to the viewer in high speed and quality.
- Establish automated systems to monitor web site use, analyze a variety of user data including number of visits, paths utilized and time spent on each page.
- Evaluate user trends and recommend modifications to provide continuous improvement of the District's web site.
- Maintain records and prepare periodical reports regarding web site design and implementation activities and user traffic and statistics.

- Encourage campuses and departments to develop and maintain active web sites.
- Coordinate work with other professional staff responsible for applications development and administration, network administration and database administration to ensure that web site architecture, functionality and design are consistent with all information technology strategies.
- Provide technical support and training regarding web page design, trends and policies.
- Confer with Information Services staff to assist in creating web-accessed databases, managing web servers and assuring security and integrity of District information.
- Operate a variety of standard office equipment including a computer and assigned software.
- Follow and assist in enforcing District policy related to information access.
- Troubleshoot problems and related applications and programs that run in conjunction with the web pages.
- Run routine software tests and backup web site data in accordance with established procedures.
- Participate in a variety of meetings and committees regarding designing, developing and implementing web-based applications to promote District programs and activities.
- Assigns, monitors, and reviews the work of others.
- May perform other duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

Any combination equivalent to: Associate Degree in computer sciences, web design, information systems or a closely related field and considerable experience (3 years or more) in web page design, maintenance and utilization.

Licenses/Certificates

A valid driver's license is required

Knowledge

- Knowledge of programming theory and operating systems capabilities and constraints used in web development.
- Knowledge of standard web programming and graphics mark-up languages.
- Knowledge of principles and techniques of optical scanning and graphic design software including creation, editing, and publishing.
- Knowledge of methods and techniques of troubleshooting web site, applications and network problems.
- Knowledge of adult and individual learning theory and training methods.
- Knowledge of federal, state and local laws, codes and regulations pertaining to the use of internet technologies.
- Knowledge of methods, practices and terminology used in statistical technical work.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs

Skills

- Skill to identify and resolve user problems related to website performance and operation.

- Skill to program in HTML, Java, JavaScript, XML, CGI, Servlets, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, SQL server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.
- Skill to use design software such as Acrobat, Photoshop, Illustrator, After Effects, GoLive, Director/ShockWave, Image Ready, Dreamweaver, Fireworks, Flash, Coursebuilder, and Frontpage.
- Skill to conduct research and analyze data, trends, organizational needs to make recommendations and prepare reports.
- Skill and ability to analyze a variety of problems to make sound policy and procedural recommendations for their solutions.
- Skill to demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Ability to understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective web technology solutions.
- Ability to conceptualize practical web-based solutions to district, department, student, and other customer requirements.
- Ability to troubleshoot and resolve web site, application, and related problems.
- Ability to coordinate work effectively with other departments responsible for web site content.
- Ability to prepare clear, concise and accurate systems documentation and reports of work performed.
- Ability to assign, monitor and review the work of others.
- Ability to learn and apply college and district policies and procedures.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)

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

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

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

- Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions which may occur:

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

Section 7 Page 12
Approved: May 21, 2001
Revised by PC: 03/25/2014
Salary Range: 66

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: January 26, 2016

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

ENCLOSURE(S):
Classification
Specification, Salary
Survey (District)

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-03

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 Definition, Distinguishing Characteristics and Employment Standards to comply with mandated requirements. The Board of Trustees revised the duties on December 8, 2015. 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
- Director of Human Resources

Recommendation:

It is recommended the revised classification specification for Chief of Police be approved as presented with a recommended salary range of 54.



State Center Community College District

Job Title:	Chief of Police	Classification Series:	Administration
FLSA Status:	Exempt Management	Classification Group:	Police & Safety
Salary Schedule:	Classified Management	Classification Level:	Director
Recommended Salary Range:	54 (Currently 40)	Date Created:	August 9, 1997

Definition

~~Under direction plans, develops, organizes, supervises, and monitors the District police Department.~~

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:

1. 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.
2. 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.
3. 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.
4. Provides leadership in law enforcement management with integrity, honesty, and a commitment to campus and community safety.



State Center Community College District

5. Develops and maintains operating procedures, policies, files, records and reports for police operations, parking enforcement, electronic alarms and response for fire and theft incidents.
6. 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.
7. Participates in the collective bargaining process as part of the District negotiating team.
8. Establishes and maintains effective communication between the Police Department and other campus departments to ensure personal safety and crime prevention throughout the District.
9. 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.
10. Develops and monitors the department budget, anticipates staffing and equipment needs and develops short and long-range plans.
11. 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.
12. Develops, implements, and trains District and campus staff for active threat events.
13. Reviews, evaluates and modifies officer response time, customer service and other procedures, and equipment for District emergencies.
14. Oversees required training of police personnel in compliance with local, state, and federal law including the Education Code and federal training mandates.
15. 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.
16. Oversees and reviews content of written reports to ensure adherence to legal requirements.
17. Provides oversight to District and campuses and makes recommendations regarding surveillance and monitoring systems.
18. Represents the Police Department in meetings and participates and works closely with the District and campus safety committees.
19. 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.
20. Works with regional law enforcement agencies to address crime and crime prevention on campus and in adjacent communities.
21. 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.
22. Works in conjunction with District administration, law enforcement and Counsel, attends and participates in hearings or trials of suspects.
23. Maintains current knowledge in the field of law enforcement and criminal justice and participates in professional organizations, regional meetings, conferences and related activities.
24. Prepares reports regarding the effectiveness of the police program and plans for improvement and development.
25. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education

- Bachelor's degree in police science, criminology or a related area.

Experience:



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•Extensive experience in supervisory law enforcement with a rank of Sergeant or above.

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 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 one year of hire.

Special Conditions

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

Knowledge of:

1. Principles and practices of administration and management as applied to support services, human resources programs, and systems development of the Police Department.
2. Principles and practices of budget, financial, personnel, grants and contract administration
3. Law enforcement procedures and applicable laws, codes, ordinances, rules and regulations.
4. Administration of Public Safety Officer's Bill of Rights.
5. **POST requirements in relation to all aspects of running a police department and related services.**
6. Police strategy and methods.
7. Patrol methods, criminal investigation and identification techniques.
8. Property protection measures and regulations pertaining to the protection of district buildings and grounds.
9. Criminal law and rules of evidence.
10. Emergency communication techniques including equipment and its use.
11. Security, surveillance, and communication systems and codes.
12. Appropriate safety precautions and procedures.
13. **Principles of supervision, training, and staff development.**
14. Record keeping and report preparation techniques to ensure information is accurately presented to the Chancellor and Board.
15. Basic math including addition, subtraction, multiplication, and division.
16. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
17. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
18. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

Skill to:

1. Coordinate police functions with administration and outside law enforcement agencies.
2. **Provide strong organizational leadership and management to a district police department.**
3. Plan and implement training programs for police personnel.
4. Make quick decisions in emergencies.
5. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding emergency procedures.
6. **Operate and maintain department issued weapons and qualify periodically.**
7. Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
8. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.



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9. Utilize law enforcement computer systems.
10. Plan and organize work to meet established timelines program expectations.
11. Rapidly learn and acquire skills in areas and technologies not previously assigned.
12. Conduct research and ability to analyze data and prepare reports such as those required by state and federal agencies.
13. Effectively communicate with individuals for whom English is not a primary language.
14. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
15. Accurately type at a sufficient speed to maintain workflow.

Ability to:

1. Promote good community relations and build community confidence in the campus police department.
2. Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
3. Demonstrate leadership in law enforcement management.
4. Prepare and monitor department budget.
5. Formulate, organize, and write departmental procedures.
6. 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.
7. 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.
8. Continuously pass POST approved background investigations, a medical examinations and psychological examinations.
9. Maintain consistent, punctual and regular attendance.
10. Learn, interpret, and apply, and enforce federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.
11. Maintain confidentiality of sensitive information and records.
12. Receive and follow instructions in order to build and maintain effective working relationships.
13. Supervise, train, and evaluate personnel.
14. ~~Assign, monitor, and/or review the work of others.~~
15. Appropriately interact with students, staff, faculty, and public.
16. Operate computers and their peripherals.
17. 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.



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Work Conditions

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

Work 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.

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

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

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

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



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

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
Updated By:	Elba Gomez	Date/Time:	01/17/2016

Chief of Police
January 26, 2015

College/Agency	Job Title	Education	Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified or Academic
SCCCD	Chief of Police	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 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.	Valid Driver's License. Possess valid Advanced and Supervisory POST Certification. Must have a valid or obtain a Management POST Certification within one year of hire	\$ 5,999.33	\$ 7,555.25	Classified
CSU Fresno	Chief of Police/Director of Public Safety	Bachelor's degree from an accredited four-year college or university with a major in police science, criminology, public administration or related field	Five years of progressively responsible law enforcement management experience as a lieutenant or higher. Experience in a college or university environment is preferred	Candidates must satisfy all California Commission on Peace Officer Standards and Training (POST) and California State University physical and training standards; possess a POST management certificate and have completed a variety of POST leadership courses. Equivalents from other states are acceptable if candidate is able to obtain minimum POST certification within first year of employment.	\$ 8,795.00	\$ 13,591.00	Classified
Allan Hancock CCD	Director, Public Safety/Chief of Police	Graduation from a Police Officer Standards and Training Commission-approved police officer training academy and a bachelor's degree or higher in administration of justice police science, or a related field, OR equivalent education and experience.	Seven years of increasingly responsible law enforcement experience, including two years in a supervisory or management capacity.	Possession of a valid and appropriate California driver's license. Possession of Basic Post Academy Certificate. Possession of the POST Management Certificate. Possession of a valid First Aid/CPR Certificate. Certification for possession of firearms.	\$ 6,845.75	\$ 8,169.92	Classified
San Luis Obispo CCD	Director of Police & College Safety Services	Bachelor's Degree in a related field to the position.	Six (6) years of experience in law enforcement or public safety work, preferably in a governmental or educational institution, including three (3) years in supervisory or lead capacity	Meet P.O.S.T. minimum employment standards; Possess P.O.S.T. Supervisory Certificate; Valid driver's license and eligible to obtain California driver's license upon hire; Valid Red Cross Standard First Aid and Cardiopulmonary Resuscitation Certificate (eligible to obtain upon hire); Eligible to qualify for a P.O.S.T. Management Certificate within the first year of employment.	\$ 6,737.00	\$ 8,189.00	Classified
College of the Sequoias	Chief of Police	Any combination equivalent to: Completion of POST Basic Academy and possession of Advanced and Supervisory POST certificate and six years experience employed as a California Peace Officer including two years in a supervisory or lead capacity			\$ 6,702.72	\$ 9,903.05	Classified

Average Salary \$ 7,820.38 \$ 10,880.46
Interquartile Range \$ 7,459.25 \$ 9,983.31

Personnel Commission Recommendation - Classified Management Range 54 \$ 7,928.33 \$ 9,975.25

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

Presented to the Personnel Commission:

Date: January 26, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Lead
Maintenance Worker

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-04

Background:

Two vacancies have occurred for the position of Lead Maintenance Worker in the District Operations Department. In reviewing the classification specification prior to recruitment, changes have been made to update the Title, Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Associate Vice Chancellor, Business & Operations
- Director of Maintenance & Operations
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the revised classification specification for Lead Maintenance Worker be approved as presented.



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

Definition

~~Under direction leads other employees in the performances of maintenance.~~

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

Distinguishing Characteristics

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

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

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

Essential Job Functions

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

Auxiliary Job Functions

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

Minimum Qualifications

~~Education: Meets education requirements for one of the following as a Journeyman level maintenance employee in the classifications of Electrician, Air Conditioning & Heating Mechanic, Air Conditioning/Plumbing Specialist, Boiler/Plumber Specialist, Building Generalist, Carpenter, Vehicle Mechanic, or Painter.~~

~~Experience: Permanent status as a Journeyman level maintenance employee in the classifications of Electrician, Air Conditioning & Heating Mechanic, Air Conditioning/Plumbing Specialist, Boiler/Plumber Specialist, Building Generalist, Carpenter, Vehicle Mechanic, or Painter.~~

~~Knowledge and Abilities: Permanent status as a Journeyman level maintenance employee in the classifications of Electrician, Air Conditioning & Heating Mechanic, Air Conditioning/Plumbing Specialist, Boiler/Plumber Specialist, Building Generalist, Carpenter, Vehicle Mechanic, or Painter.~~



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Education & Experience

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

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

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Principles and practices of leadership and methods of training others on techniques in one or more of the following trades: carpentry, electrical, air conditioning and heating ventilation, locksmith, painting, and plumbing.
- Advanced methods, techniques, supplies, materials, tools, and equipment utilized in one or more specialized trade pertaining to facility, building, and equipment maintenance, repair, and construction.
- Principles and procedures of routine preventative maintenance and inventory techniques.
- Repair methods, materials and equipment involved with the repair of HVAC, electrical, plumbing, boilers, and all other mechanical equipment such as pumps, VFD's piping, controls and Freon.
- Hazards and applicable safety rules by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
- Skillful use, safe practice and care of maintenance tools and equipment.
- Applicable building codes, ordinances, policies, guidelines, requirements and regulations pertaining to the maintenance and repair, of public facilities, office buildings, and equipment.
- Record keeping and report preparation techniques to ensure information is accurately presented.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, email, calendaring, presentation, publishing, and database programs.

Skill to:

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



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- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

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

Physical /Mental Demands

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

Physical Demands

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



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Mental Demands

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

Work Conditions

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

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

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

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

Presented to the Personnel Commission:

Date: January 26, 2016

SUBJECT: Consideration and Approval of Appointment of a Hearing Officer for Appeal of a Medical Examination Results for Case # 01-26-16.16-05.3126

ENCLOSURE(S): Appeal, PC Rules Chapter 22

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-05

Background:

Currently, the State Center Community College District Personnel Commission is in receipt of an appeal for a medical examination. It is necessary for you to determine if the Commission wishes to act, conduct a special investigation or if you wish to continue with the practice of using of the Office of Administrative Hearings to conduct the hearing.

Recommendation:

It is recommended the Personnel Commission make a decision as to the appointment of a hearing officer for a medical examination appeal case.

CHAPTER 22

APPEAL OF MEDICAL EXAMINATIONS

SECTION 22 APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES

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

- (a) Disqualification of an eligible.
- (b) Refusal of reemployment, reinstatement, or return from leave of absence based on District health standards.
- (c) Dismissal for health reasons.
- (d) Placement of an employee on involuntary illness leave.

22-2 PROCEDURE TO FOLLOW: The procedure set forth below shall be followed in the actions described in 22-1 above.

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

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

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

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

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

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

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

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

(a) The appellant shall consent to the release of all medical records requested for review.

22-4 FINDINGS & RECOMMENDATIONS: The medical examiner's or special investigator's written findings, and recommendation shall be considered by the Commission. The decision of the Personnel Commission shall be rendered in writing. Copies of the decision shall be sent to the appellant, and, if the appellant is an employee, to the Associate Vice Chancellor of Human Resources.

22-5 DECISION OF THE PERSONNEL COMMISSION: The decision of the Personnel Commission shall include instructions to the administration regarding the action to be taken as a result of the appeals. If an eligible is given health approval for employment, his/her name shall be restored or added to the eligibility list and retained on the eligibility list for certification for the balance of the life of the list. The adding of names to eligibility lists shall not invalidate appointments made from such lists from the time the lists were established until the names were restored or added.

22-6 FAILURE OF APPELLANT TO APPEAR: Failure of the appellant to appear at times established for examination of persons or facts shall be deemed a withdrawal of the appeal, and the case shall be closed.

REFERENCE: Education Code Sections 88021, 88080, 88081

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

Presented to the Personnel Commission:

Date: January 26, 2016

SUBJECT: Consideration and Approval of Appointment of a Hearing Officer for Appeal of a Medical Examination Results for Case # 01-26-16.16-05.1185

ENCLOSURE(S): Appeal, PC Rules Chapter 22

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-06

Background:

Currently, the State Center Community College District Personnel Commission is in receipt of an appeal for a medical examination. It is necessary for you to determine if the Commission wishes to act, conduct a special investigation or if you wish to continue with the practice of using of the Office of Administrative Hearings to conduct the hearing.

Recommendation:

It is recommended the Personnel Commission make a decision as to the appointment of a hearing officer for a medical examination appeal case.

CHAPTER 22

APPEAL OF MEDICAL EXAMINATIONS

SECTION 22 APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES

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

- (a) Disqualification of an eligible.
- (b) Refusal of reemployment, reinstatement, or return from leave of absence based on District health standards.
- (c) Dismissal for health reasons.
- (d) Placement of an employee on involuntary illness leave.

22-2 PROCEDURE TO FOLLOW: The procedure set forth below shall be followed in the actions described in 22-1 above.

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

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

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

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

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

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

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

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

(a) The appellant shall consent to the release of all medical records requested for review.

22-4 FINDINGS & RECOMMENDATIONS: The medical examiner's or special investigator's written findings, and recommendation shall be considered by the Commission. The decision of the Personnel Commission shall be rendered in writing. Copies of the decision shall be sent to the appellant, and, if the appellant is an employee, to the Associate Vice Chancellor of Human Resources.

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REFERENCE: Education Code Sections 88021, 88080, 88081

Personnel Commission – Director’s Report

January 26, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Police Officer	January 29, 2016
Child Development Lab School Manager	February 1, 2016
Assistant Director, SCCC Foundation	February 1, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Web Portal Administrator	Comp/Oral Board	January 21, 2016
Admissions & Records Manager	Comp/Oral Board	January 26, 2016
Institutional Research Coordinator	Comp/Oral Board	January 27, 2016
Piano Accompanist	Comp/Oral Board	Pending
Theatre Manager	Comp/Oral Board	January 28, 2016

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

Name	Location	Anticipated Posting Date/Status
Chief of Police	DO	January 2016
Instructional Lab Tech – Biology	DO	January 2016
Computer Operator/IT Support	DO	February 2016
Department Secretary	Districtwide	February 2016
Evaluator	Districtwide	February 2016
Student Services Specialist	Districtwide	February 2016
Instructional Technician - Manufacturing	Districtwide	On hold pending salary negotiation.
Laboratory Simulation Technician	FCC	On hold pending salary negotiation.
Copy Center Specialist	Districtwide	On hold pending position review.
Director of Admissions & Records	FCC	On hold pending position review.
Director of Technology	CCC	On hold pending classification review.
Director of Grants	DO	On hold pending classification review.
Dir of Institutional Research, Assessment & Planning	CCC	On hold pending classification review.
Executive Secretary to Chancellor	DO	On hold pending position review.

Graphic Artist	Districtwide	On hold pending position review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.
Instructional Tech – Welding	Districtwide	On hold pending position review.
Lead Maintenance Worker	Districtwide	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Clerk III	Business Office, FCC	List Referred 1/15/16
Administrative Aide	CTC, FCC	List Referred 12/7/15
Administrative Aide	Office of Instruction, CCC	List Referred 12/4/15
Administrative Secretary	Social Sciences, FCC	List Referred 1/11/16
Assessment Technician	Office of Instruction, CCC	List Referred 1/12/16
Assessment Technician	Student Services, RC	List Pending Referral
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
College Athletic Trainer – Seasonal	Athletics, CCC	List Referred 12/15/15
Department Secretary	Student Services, CCC	List Pending Referral
Department Secretary	TRIO, CCC	List Pending Referral
Department Secretary	Office of Instruction, CCC	List Pending Referral
Department Secretary	PIO, FCC	List Referred 12/18/15
Department Secretary	Admissions & Records, FCC	List Pending Referral
Department Secretary – PPT	Office of Instruction, MC	List Pending Referral
Department Secretary – PPT	Human Resources, DO	List Pending Referral
Educational Advisor	Student Services, CCC	List Referred 11/18/15
Evaluator	Student Services, CCC	List Pending Referral
Evaluator	Student Services, RC	List Referred 1/14/16
Farm Production Supervisor	Office of Instruction, RC	List Referred 1/19/16
General Utility Worker	Office of Instruction, MC	List Referred 1/15/16
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
Library/Learning Res. Asst. III	Student Services, CCC	List Referred 1/14/16
MicroComputer Specialist	Technology Services, FCC	List Pending Referral
MicroComputer Resources Tech	Technology Services, FCC	List Referred 12/4/15
Network Coordinator	Technology Services, RC	List Referred 1/13/16
Office Assistant I/II (PPT)	Purchasing, DO	List Referred 1/19/16
Office Assistant I/II	Social Sciences, FCC	List Pending Referral
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	Counseling, FCC	List Referred 12/18/15
Office Assistant III	Library, FCC	List Pending Referral
Office Assistant III	Admissions & Records, FCC	List Pending Referral
Office Assistant III	Police Academy, FCC	List Pending Referral
Orientation Assistant	Student Services, CCC	List Referred 4/16/15
Police Comm. Dispatcher	Police Department, DO	List Referred 10/6/15

Research Assistant	Institutional Research, FCC	List Referred 12/17/15
Research Assistant	Office of Instruction, CCC	List Pending Referral
Research Assistant	President's Office, RC	List Pending Referral
Textbook Purchasing Clerk	Bookstore, FCC	List Referred 1/19/16
Webmaster	Technology Services, RC	List Pending Referral

Classification

Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled.

Around the Office

- CSPCA: 2/25/16 – 2/28/16 (Elba & Bradley)
- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- “Recruit Up the 99” Job Fair at Save Mart Center: 3/1/16, 1:30pm – 6pm
- WRIPAC Winter Meeting: 3/10/16 - 3/11/16
- New Employee Orientation: 3/10/16
- Classified Professionals Mega Conference: 3/22/16
- Madera County Job Fair at Madera District Fair: 4/7/16, 10am-2pm