

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

5:30 p.m. – Regular Meeting
Tuesday, September 20, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the August 26, 2016 Regular Meeting
- E. Information Items
 - 1. Provisional and Limited Term Placement Process
 - 2. Classification Study Status
 - 3. Report on Board of Trustees and Personnel Commission Joint Meeting
- F. Action Items
 - 16-43 Consideration and Approval of Eligibility Lists
 - a. Building Services Manager, Effective 9/15/16
 - b. Police Sergeant, Effective 9/15/16
 - 16-44 Consideration and Approval to Classify New Positions in New Job Classification Specifications
 - a. Human Resources Analyst – Confidential, DO, Position #1197
 - 16-45 Consideration and Approval of New Classification Specification for Human Resources Analyst - Confidential
 - 16-46 Consideration and Approval of Revised Classification Specification for Curriculum Assistant
 - 16-47 Consideration and Approval of Revised Classification Specification for Sign Language Interpreter Coordinator
- G. Director's Report
- H. Commissioners' Reports

I. Next Regular Meeting: Tuesday, October 11, 2016

J. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
August 23, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Annette Loria, DO
Samerah Campbell, DO
Raul Perez, CSEA
Jason Meyers, CSEA
Christine Miktarian, DO
Gregory Taylor, General Counsel
Carol Shimer, FCC
Alex Adams, FCC
Mary Doyle, FCC
Sabrina Gray, FCC
Eleanor Bruce, FCC
Susan Johnson, FCC
Cheryl Sullivan, FCC
Gerri Santos, FCC
Jeanine Castle, FCC
Edward Smith, Rampage
Ramuel Ramirez, Rampage
- Public Comment Ms. Gray summarized her working out-of-classification issues and concerns.
Ms. Gray presented a package to the commissioners and requested to be added to next month's agenda.
- Approval of the Minutes The minutes of the July 26, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian stated that "request" be changed to "requested" on page 4, paragraph 4 and page 5 paragraph 1.
- Mr. Liermann moved to approve the July 26, 2016 Regular Meeting minutes as amended. Mr. Tahajian seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann
Noes – 0

Information Items

1. Year End Budget Report Ms. Gomez presented the budget report for the 2015-2016 fiscal year. No update/response on roll-over funds.
2. Employees Working Out-of-Classification Ms. Gomez provided an updated report to the commissioners. Ms. Gomez stated Working Out-of-Classification reports would be presented to the Commission quarterly.

Mr. Perez stated that CSEA has submitted a request for relevant and necessary information to Ms. Campbell in human resources with a copy to the Chancellor.

Ms. Gomez informed Ms. Johnson that a request for procedures for working out-of-classification must be submitted to Ms. Campbell.
3. Classification Study Status Ms. Gomez provided an update on the classification study. A brief discussion followed.

Action Items

[16-38] Consideration and Approval of Eligibility Lists

Consideration and Approval of Eligibility Lists

- a. Groundskeeper Worker, Effective 8/18/16
- b. Occupational Health and Safety Officer, Effective 8/17/16
- c. Office Assistant III, Effective 8/18/16
- d. Senior Systems and Network Administrator, Effective 8/12/2016

Mr. Tahajian moved to approve item 16-38 as presented. Mr. Liermann seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-39] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Consideration and Approval of Eligibility of New Position.

- a. Custodian, CCC, Position #5098

Mr. Liermann moved to approve item 16-39 as amended. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-40] Consideration and Approval of Revised Classification Specification for Chief of Police

Ms. Gomez stated that there was a minor change to the job description to be in compliance with POST requirements.

Ms. Tahajian moved to approve item 16-40 as amended, Mr. Liermann seconded the motion, and it carried unanimously.

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

[16-41] Consideration
and Approval of New
Classification
Specification Human
Resources Assistant

Ms. Gomez is requesting a permanent part-time position to supplement the Personnel Commission with a salary range 44. Ms. Gomez stated that are small changes under distinguishing characteristics and job functions to the job description.

Ms. Gomez stated the request for the new position would be sent to the Board of Trustees at their September 6, 2016 meeting.

Mr. Tahajian moved to approve item 16-41 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

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

[16-42] Presentation
and Approval of the
Personnel Commission
Annual Report for 2015-
2016

Ms. Gomez presented the Personnel Commission Annual Report for 2015-2016.

Mr. Tahajian moved to approve item 16-42 as amended, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

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

Future Agenda Items

Mr. Taylor provided feedback on requests for future agenda items. Mr. Taylor recommended the removal of future agenda items

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, and upcoming trainings for commission staff.

Commissioners' Report

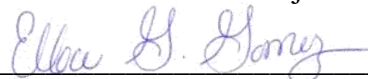
Mr. Liermann had nothing to report.

Mr. Tahajian had nothing to report.

Ms. Freeman-Fobbs stated that she attended a presentation regarding the Affordable Care Act at Fresno City College.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:07 p.m.



Elba Gomez, Director of Classified Personnel
EG:rc

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

Presented to the Personnel Commission:

Date: September 20, 2016

SUBJECT: Provisional and Limited Term Placement
Process

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

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

Provisional and Limited Term Placement Process

Provisional Placements – When Eligibility List Exists

- Provisional placements occur when a vacancy exists in the District. A vacancy occurs when the District approves a new position or a permanent employee vacates a position which needs to be staffed again. The department with the vacant position submits a requisition through NeoGov requesting the position be filled permanently and provisionally. Provisional assignments MUST be associated with a recruitment (the requisition must either initiate a recruitment or must be tied to an existing list) or the provisional assignment will not be approved.
- Once the requisition is approved, Commission staff verifies the request and checks to see if an eligibility list is currently established for the position.
- If there is a list in place, a lateral transfer announcement is posted and the eligibility list is certified to the hiring manager. The hiring manager does not make a selection until the lateral transfer has closed and internal applicants have been given the opportunity to interview for the position.
- If there is an eligibility list in place and another department is currently using it, the lateral announcement will still be posted. When the department with the new vacancy has to wait over three weeks for the eligibility list, Commission staff will initiate the process to find a provisional employee.
- Commission staff will survey the current eligibility list for applicants interested in temporary assignments. Applicants are contacted to verify their interest and sent to the hiring manager for a meet and greet. There is no minimum number that must be sent, but typically, at least two applicants are sent to the manager at time. The manager makes the selection and the provisional starts the assignment.
- The applicants on the list who are performing the provisional assignment are notified during orientation that the assignment is not permanent and is considered an at-will (PC Rule 7-12).
- When there are no interested individuals, Commission staff will follow the process of Provisional Placements - When NO Eligibility Lists Exists.

Provisional Placements – When NO Eligibility List Exists

- Provisional placements are conducted when a vacancy exists in the District. A vacancy occurs when the District approves a new position or a permanent employee vacates a position which needs to be staffed again. The department with the vacant position submits a requisition through NeoGov requesting the position be filled permanently and provisionally. Provisional assignments MUST be associated with a recruitment (the requisition must either initiate a recruitment or must be tied to an existing list) or the provisional assignment will not be approved.
- Once the requisition is approved, Commission staff verifies the request and checks to see if an eligibility list is currently established for the position.
- If there is no eligibility list in place, Commission staff will initiate the process to find a provisional.
- Commission staff will give the hiring manager first opportunity to recommend an individual who meets the minimum qualifications for the provisional assignment (PC Rule 7-11). When there is no recommendation from the hiring manager, Commission staff finds a qualified individual to perform the assignment.

- There is no minimum number of individuals that must be sent, but typically, at least two are sent to the manager at time. The manager makes the selection and the provisional starts the assignment.
- Applicants who are not on the list and are assigned to a provisional assignment are notified during orientation that the assignment is not permanent. They are specifically told that the assignment is considered an at-will (PC Rule 7-12). They are also notified that they **MUST** apply to be placed on the eligibility list for the position when the recruitment opens and make it to the top 3 ranks in order to be considered for the permanent position (PC Rule 7-11).

All provisionals are limited to 90 working days but may be extended to 126 working days with the approval from the Director of Classified Personnel. (PC Rule 7-7 & 7-8). The limitation of days does not apply to positions with continuous recruitments and part-time positions (PC Rule 7-9).

Limited Term Positions – Board Approved

Limited term assignments are positions established by the Board of Trustees to perform duties which are not expected to exceed six months (PC Rule 7-16). These assignments use the same procedure as provisional placements. Limited term assignments are limited to six months unless the position is extended by the Board of Trustees for an additional six months not to exceed one year. Limited term assignments are at-will (PC Rule 7-21).

Limited Term Positions – Appointment in Lieu of an Absent Employee

Limited term assignments used in lieu of an absent permanent employee are not to exceed the authorized absence of that employee (PC Rule 7-16). These assignments use the same procedure as provisional placements. Limited term assignments are limited to the time the permanent employee is absent from their position. When the permanent employee returns, the assignment will be terminated. Limited term assignments are at-will (PC Rule 7-21).

District Employees Serving in Provisional or Limited Term Assignments

Commission staff does not have the authority to move District employees from their permanent assignment to a provisional or limited term assignment. Hiring managers have first choice in recommending individuals for temporary assignments when NO eligibility lists exist. A manager who would like a District employee to perform the assignment **MUST** first contact the employee's current supervisor to obtain permission to use the employee. **Commission staff will NOT make any internal movements without management agreement.** Permanent employees who serve in temporary assignments will retain the regular status and be granted all rights and benefits of their regular permanent position (PC Rule 7-20).

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

Presented to the Personnel Commission:

Date: September 20, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

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 has completed reviewing all the job families and is currently working on the job descriptions. This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

CLASSIFICATION STUDY TIMELINE

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

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

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

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

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

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

Presented to the Personnel Commission:

Date: September 20, 2016

SUBJECT: Report on Board of Trustees and Personnel Commission Joint Meeting ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information ITEM NO: 3

Background:

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

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

Presented to the Personnel Commission:

Date: September 20, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-43

Background:

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

Recommendation:

It is recommended the Personnel Commission approve the eligibility lists.

BUILDING SERVICES MANAGER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600159	531	28	19	0	9	9	7

Oral Board Raters

Sergio Salinas, Custodial Manager, Clovis Community College
 Jack Schreuder, Director of Facilities, Maintenance & Operations, Dinuba Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	1	0	1	1	0	0	1	4
Male	0	0	3	6	11	0	0	3	23
No Answer	0	0	0	0	0	0	0	1	1
Total	0	1	3	7	12	0	0	5	28

** Failed MQ: 15-Minimum Qualifications; 4-Incomplete



CLASSIFIED JOB OPPORTUNITY
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

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

BUILDING SERVICES MANAGER

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

- Definition:** Under direction plans, schedules and supervises the daily campus functions for the operational areas of building custodial services, special even set-ups, campus mail, shipping, receiving, warehousing, surplus property re-distribution and facility safety inspections.
- Compensation:** Starts at \$4,927.33 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.
- Examples of Duties:** Duties include personnel and management functions of determining and assigning work stations; arranging for adequate staffing coverage including arrangements for substitute personnel; evaluating, training, interviewing, and directing staff; budgeting; purchasing supplies and materials; safety inspections; maintaining sanitation standards and quality control; record keeping; complying with U.S. Postal Service regulations; establishing and maintaining warehousing perpetual inventory system; coordinating and evaluating work done by outside contractors within areas of responsibility. Performs other duties as needed.
- Required Employment Standards:**
- Education:** Associate's Degree or completion of 60 college units.
- Experience:** Supervisory experience in planning, organizing, staffing, leading, initiating activities and controlling a custodial and building services department.
- Licenses/Certificates:** Valid Driver's License is required.
- Knowledge and Abilities:** Knowledge of the personnel management practices, materials, tools and methods used in the particular skilled areas emphasized; safety regulations, codes and safe work practices related to the areas of specialization; OSHA and Industrial Safety Rules as applicable to the operation; computer systems and software pertaining to building services; campus usage scheduling; budget preparation and management; modern custodial methods; mail processing procedures; personnel scheduling; overtime practices and laws, employee evaluation procedures; inventory control and record keeping; building furnishings assembly and moving. Skill to establish performance standards; organize and direct a work force; assess mechanical malfunctions and initiate remedial action plans. Ability to assign, monitor, and evaluate 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 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

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.

BUILDING SERVICES MANAGER

based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (40% weight) and an oral interview examination (60% weight).

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

TESTING TENTATIVELY SCHEDULED FOR THURSDAY, SEPTEMBER 8, 2016

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

Filing **FRIDAY, AUGUST 26, 2016, 4:30 PM.**

Deadline: Posted: 07/27/16

Pay Range: Classified Management Range 30

POLICE SERGEANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600188	279	6	0	0	6	4	4

Oral Board Raters

Christopher Bosworth, Sergeant of Police, State Center Community College District
 John Jensen, Sergeant, Fresno Police Department
 Jim Munro, Sergeant, Clovis Police Department

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

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

**** Failed MQ: 0**



CLASSIFIED JOB OPPORTUNITY

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PERSONNEL COMMISSION

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

POLICE SERGEANT

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

The vacancy exists in the District Police Department.

Definition: Under direction patrols district campuses, offices, and other property in order to perform law enforcement and crime prevention functions, respond to crime-in-progress calls from the police radio regarding the district's property, personnel and students, and apprehend suspects and investigate crimes.

Compensation: Starts at \$5,231.83 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.

Examples of Duties: Duties include investigating criminal activity, apprehending law violators, controlling dangerous and violent persons, conducting safety surveys, responding and assisting in crisis intervention, operating emergency vehicles within legal guidelines, conducting plant security inspections, assisting staff and public with directions, unlocking or jumpstarting vehicles, and investigating non-criminal incidents. Assign and review the work of other employees and students assigned to the department. May perform other related duties as assigned.

Required Employment Standards: **Education & Experience**
Any combination equivalent to: Completion of thirty college units and considerable experience in public law enforcement or school district security involving patrol, police, investigative, personnel protection, and property protection duties. Experience as a lead, manager or supervisor is preferred.

Licenses/Certificates

- A valid driver's license is required.
- POST Basic and Intermediate certificates.
- Satisfactory completion of a California Police Officers Standards and Training P.O.S.T. Certified Supervisory Course within the first year of employment.

Knowledge

- Knowledge of modern police practices and methods and principles of crime prevention.
- Advanced knowledge of procedures and methods for patrol, arrest, search, seizure, evidence, preliminary crime scene investigation, and protection.
- Knowledge of rules and regulations pertaining to the protection of buildings and grounds belonging to the district, California Penal Code, California Vehicle Code, Education Code, and City and County ordinances relating to theft, burglary, arson, etc.
- Knowledge of legal mandates, traffic laws and regulations, basic school law, policies, rules, and regulations concerning campus control, parking, security, and appropriate student behavior.
- Knowledge of administration of Public Safety Officer's Bill of Rights.
- Knowledge crime problems, current issues and special problems that affect school districts
- Knowledge of crowd control procedures and the detection and identification of dangerous drugs, improper substances and gang activity.
- Knowledge of safe campus supervision methods and procedures.
- Knowledge of behavior modification strategies and techniques.
- Knowledge of emergency communication techniques including equipment and its use.
- Knowledge of fire safety, security, surveillance, and communication systems and codes.
- Knowledge of first aid and CPR.
- Knowledge of handgun use and safety measures.
- Knowledge of record keeping and report preparations techniques to ensure department compliance.
- Knowledge of proper English spelling, grammar, and punctuation to compose items such as police reports and/or strategic plans.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with

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Required Employment Standards: (con't)

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 use good judgment and make decisions in stressful situations and analyze and adapt to new situations quickly.
- Skill to organize a variety of activities throughout the community.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to conduct investigations, make arrests, file criminal complaints, patrol effectively, lift fingerprints, detect and prevent criminal activity.
- Skill to analyze data and prepare reports for items such as investigations, complaints, arrests, and others.
- Skill to operate and maintain department issued weapons and qualify periodically.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
- Skill to make quick decisions in emergency situations.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill to utilize law enforcement computer systems.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to accurately type at a sufficient speed to maintain workflow.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.

Abilities

- Ability to establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, and the public.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to promote good community relations and build community confidence in the campus police department.
- Ability to think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
- Ability to recognize signs of danger to school property.
- Ability to exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on district property.
- Ability to interview and advise suspects, witnesses, victims, reporting parties, parents, and staff.
- Ability to remember names, faces, and details of occurrences.
- Ability to qualify to use a handgun.
- Ability to effectively communicate with individuals for whom English is not a primary language.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assign, monitor, and/or review the work of others.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 140 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (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)

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

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

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

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

Working conditions which may occur

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

POLICE SERGEANT

**Examination
Process:**

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

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

COMPETENCY TESTING TENTATIVELY SCHEDULED FOR FRIDAY, AUGUST 19, 2016.

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd>. Please attach to your application a copy of your POST Basic and Intermediate Certificates and a copy of your degree/transcripts showing completion of 30 college units or your application may be considered incomplete. *Resumes may also be uploaded but cannot be used in lieu of a completed application.*

Filing Deadline: FRIDAY, AUGUST 5, 2016, 4:30 PM.

Posted: 07/15/16

Pay Range: Regular Classified Range 67

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: September 20, 2016

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

ITEM NO: 16-44

Background:

At the June 14, 2016 regular meeting, the Board of Trustees approved the tentative budget for the District that added positions to the District Office and Campuses. One of the positions approved needs a new classification specification written to address the needs of the department. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

The item presented to the Board of Trustees and related documentation is attached for the Commissioners review. The recommended new classification title for the new position is as follows:

- a. Human Resources Analyst - Confidential, DO, Position #1197

Recommendation:

It is recommended the Personnel Commission classify the new position in the classified service and a new classification specification be created with the proposed title.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 14, 2016

SUBJECT: Consideration to Approve Proposed
2016-2017 Tentative Budget

ITEM NO. 16-28

EXHIBIT: Proposed 2016-2017 Tentative Budget

Background:

The 2016-2017 Tentative Budget for the general fund, other funds and accounts and capital outlay projects fund, is presented for board approval. The proposed Tentative Budget is based upon the Governor's January budget proposal since the Governor's May Revise, released on May 13, 2016, was received too late to be included. Highlights of the Governor's January budget proposal included the following:

On-Going Funds

- \$114.7m (2%) Growth
- No COLA**

One-Time Funds

- \$76.3m State Mandate Reimbursement
- \$289.5m Scheduled Maintenance/ Instructional Equipment

Categorical Funds

- \$200m Workforce Development
- \$48m CTE Pathways
- \$30m Basic Skills
- \$45.2m Prop 39 (Energy Efficiency)

**May Revise

The Governor's January proposal focuses on increased funding for education, reducing long-term debt, and continuing support for student success. However, it is uncertain which proposals will move forward in the legislature. Since this will not be decided until the state budget is adopted, the 2016-2017 Tentative Budget is primarily the Governor's January budget proposal.

Item No. 16-28

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The fiscal assumptions used in the preparation of the district's 2016-2017 Tentative Budget include the following:

OPERATING BUDGET – Highlights

Revenues

- No COLA
- 3% Growth (\$4.1m*)
- Instructional Equipment (\$1.9m*)
- Increased Appt. Funding (On-Going) FY 2015-16 (\$1.5m*)
- Increased Local Revenues (On-Going) FY 2015-16 (\$900,000)
- Retirement Salary Savings (\$700,000)
- Rollover of 2015-16 Districtwide Technology Projects (\$480,000)

Expenditures

- 24 New Faculty Positions (\$2.4m)
- 3 New Police Officers (\$240,000)
- 6 Classified Positions (\$480,000)
- Pension Reform (STRS/PERS) (\$1.9m)
- Step and Column Increases (\$1.25m)
- Instructional Equipment (\$1.9m)
- ACA Benefits (\$380,000)
- Enrollment Growth-Adjunct & Marketing (\$510,000)
- 2015-16 Districtwide Technology Projects (\$480,000)

Continue Depositing \$3.0m of On-Going Funds to Retirement Fund to Address Pension Obligations

CAPITAL BUDGET – Highlights

Revenues

- Transfer from 2015-16 (\$8.1m)
- State Mandates (\$1.8m*)
- Scheduled Maintenance (\$5.0m*)
- Prop 39 (\$800,000*)
- Transfer in of Parking Fees/Fines (\$500,000)

Expenditures

- Scheduled Maintenance (\$9.9m)
- Parking Maintenance Transfer (\$700,000)
- Child Development Center, FCC (District Match (\$2.6m)
- Child Development Center, RC (District Match (\$1.9m)
- Prop 39 Interior Lighting Upgrades, Districtwide (\$800,000)

Item No. 16-28

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LOTTERY (DECISION PACKAGES) BUDGET – Highlights

Revenues

- Unrestricted Lottery (\$4.1m*)
- Restricted Lottery (\$1.1m*)

Expenditures

- Unrestricted
FCC (\$900,000)
RC (\$425,000)
CCC (\$275,000)
DW (\$1.6m)
DO (\$900,000)
- Restricted
FCC (\$590,000)
RC (\$305,000)
CCC (\$205,000)

(*Estimated Impact to SCCCD)

Recommendation:

In accordance with Board Policy 6200, administration recommends the Board of Trustees approve the 2016-2017 Tentative Budget, as presented.

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: September 20, 2016

SUBJECT: Consideration and Approval of New
Classification Specification for Human
Resources Analyst - Confidential

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-45

Background:

On June 14, 2016 the Board of Trustees approved a new position at the District Human Resources Department. After review of the duties and comparable positions in other colleges, Commission Staff recommends the title of Human Resources Analyst - Confidential. The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- Vice Chancellor of Human Resources
- Director of Human Resources

Recommendation:

It is recommended the new classification specification for Human Resources Analyst – Confidential be approved as presented with a recommended classified confidential salary range of 63.



State Center Community College District

Job Title:	Human Resources Analyst (Confidential)	Classification Series:	Office Administration
FLSA Status:	Non-Exempt	Classification Group:	Human Resources
Salary Schedule:	Classified Confidential	Classification Level:	Advanced/Lead
Recommended Salary Range:	63	Date Created:	June 14, 2016

Definition

Under direction, performs highly complex and varied technical, professional, and confidential work required to administer human resources programs, including employee and labor relations, job analysis and compensation, training and development, equal employment opportunity, and other special human resources programs; performs research and analysis to develop information used in negotiations and formulates and recommends effective bargaining language and strategies and techniques related to a variety of program areas.

Distinguishing Characteristics

This classification performs difficult and highly complex duties in accordance with general directions. This classification differs from others in that incumbents have a greater variety and amount of public contact, very difficult and complex analytical duties, a higher degree of responsibility and have access to or possess information relating to the District's employer-employee relations. Incumbents are expected to perform these functions independently in an accurate manner under specific deadlines. This position differs from lower levels in the complexity of the problem solving responsibilities. This position differs from bargaining unit positions by the duties to research and assist management in making recommendations which are reviewed by District Administration and bargaining units. This position is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions, making it a confidential position. This position requires lead responsibilities.

A **Human Resources Analyst (Confidential)** performs highly complex and varied technical, professional, and confidential work required to administer human resources functions, including employee and labor relations, job analysis and compensation, training and development, equal employment opportunity, and other special human resources programs.

A **Senior Human Resources Technician (Confidential)** performs complex work in support of the district's human resources department for classified and academic employees related to recruitment and selection, classification and compensation, employee records maintenance, employee leave program and collective bargaining.

A **Human Resources Technician (Confidential)** provides assistance in support of the district's human resources department for classified and academic employees related to recruitment and selection, employee records maintenance, and processing of personnel transactions for new and current employees.

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 staff.

Essential Job Functions

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

- Analyzes job descriptions for working out of class studies, determines comparability of duties, gathers information, conducts research, interviews employees, managers, and schedules desk audits, consults with job experts, and prepares report.
- Conducts studies and audits, drafts duties for classification specifications and makes recommendations to personnel commission on education, experience, and other requirements of a classification specification.
- Reviews and analyzes reclassification recommendations, makes appeal recommendations, and prepares rebuttal if needed.



State Center Community College District

- Collects compensation data and conducts salary and benefit surveys to make recommendations on salary placement and participates in surveys from various colleges, governmental agencies, unions, and other organizations.
- Assists with the reasonable accommodation interactive process required through the California Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA), including reviewing interactive discussion agendas to ensure compliance and completeness, analyzing requests for modified duty, and reviewing medical documentation for permanent restrictions.
- Implements and coordinates the technical aspects of the Patient Protection and Affordable Care Act (ACA) such as organizes and facilitates team meetings, reviews monthly reports with other staff members and managers to ensure accuracy, develops effective tools for staff to track ACA hours, assists managers and support staff with understanding the law, educates staff on tracking and reporting processes, assists with audits, and continuously researches more efficient and accurate ways to track eligibility of employees.
- Extracts, organizes, and analyzes data from computer system, troubleshoots and corrects errors, researches and organizes information to produce technical reports in compliance with applicable laws and district procedures, and submits information to governmental agencies.
- Participates in the collective bargaining process which includes developing District proposals, drafting contract language, attending strategy sessions, formulating and recommending effective bargaining strategies and techniques, providing statistical and narrative analysis of data and information in support of proposals, and attending negotiation sessions.
- Maintains and updates computer applications and human resources information system to meet user requirements for personnel information processing, and identifies and troubleshoots problems with programs and database.
- Ensures district human resources website remains up to date.
- Advises administrators, employees, bargaining unit representatives, and the public on policies, procedures, and the interpretation and application of collective bargaining agreements, personnel commission rules, and state and federal laws.
- Attends various district-wide and college committee meetings, as designated by management, to represent the human resources department.
- Develops, implements and revises policies, procedures, and operational guidelines to improve processes.
- Remains current on laws, regulations, practices, and legislative changes affecting human resources, researches effect on current policies and established procedures, and prepares summary for management.
- Stays abreast of new trends and innovations in the field of human resources administration.
- Conducts in-depth research and analysis on a variety of human resource issues and topics, gathers data, and prepares written and statistical reports and recommendations for consideration by management or special committees.
- Assists with the development and implementation of various employee training programs, and makes presentations as needed.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Assists management with special projects as directed.
- Attends seminars, conferences, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Prioritizes and coordinates position responsibilities while working independently within the realm of duties assigned, monitors office workflow in order to prioritize workload to ensure deadlines are met, improves efficiency and remains flexible in adapting to changing priorities.
- Assigns, reviews, and monitors the work of others.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience



State Center Community College District

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Equivalent to graduation from a regionally accredited four-year college or university with a major in business administration, human resources, public administration, industrial relations or a closely related field AND two (2) years of recent professional experience in human resources administration.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Advanced knowledge of methods used in the development and administration of organizational structure, job analysis and job design.
- Employee and labor relations in a public agency setting in order to assist and participate in the collective bargaining process.
- Methods used in collecting and comparing salary data, benefit information, and internal and external market influences affecting wage determination in order to make classification and salary recommendations.
- Federal, state, and local laws and regulations that relate to employment law.
- The Federal Uniform Guidelines on Employment Selection Procedures.
- The Patient Protection and Affordable Care Act (ACA).
- Bargaining agreements and union contract interpretation.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

- Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
- Utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating data.
- Conduct research, analyze data and prepare reports such as those used in the collective bargaining process and as required by management and administration.
- make unpopular decisions and professionally and appropriately respond to critical and upset employees, staff, and faculty.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding Personnel Commission and/or Human Resources information.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan, prioritize, and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, consultants, trainers, and the public.



State Center Community College District

- Interpret, explain, and apply procedures and regulations pertaining to a Merit System District.
- Assist in monitoring the department budget.
- Interpret and apply college and district policies and procedures.
- Learn and apply the California Education Code, Board Policies, Administrative Regulations, bargaining unit contracts, and Merit System Rules in order to communicate information.
- Learn district salary and benefit structure and personnel procedures.
- Learn the human resources management software in use by the District and become a power user.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Assign, monitor and review the work of others.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

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

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

Duties Approved By:	Vice Chancellor of HR	Date:	September 14, 2016
Class Approved By:	Personnel Commission	Date:	September 20, 2016
Updated By:	Elba Gomez	Date/Time:	9/15/2016

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

Presented to the Personnel Commission:

Date: September 20, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Curriculum
Assistant

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-46

Background:

A vacancy has occurred for the position of Curriculum Assistant at Fresno City College. In reviewing the classification specification prior to recruitment, changes have been made to update the Duties and Employment Standards. The duties were revised by Vice Chancellor of Human Resources on behalf of the Board of Trustees. 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:

- Vice President of Instruction, Fresno City College
- Vice Chancellor of Human Resources
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the revised classification specification for Curriculum Assistant be approved as presented.

STATE CENTER COMMUNITY COLLEGE DISTRICT
CURRICULUM ASSISTANT

DEFINITION

Under direction maintains and assists in the development of the course master listing and resulting catalog and schedules of classes and acts as secretary to campus curriculum committee.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general direction and standards. This classification requires lead responsibilities. This position differs from lower levels in the complexity of the problem solving responsibilities and inter-relationships between the curriculum development process and major college publications.

EXAMPLES OF DUTIES

Duties include gathering data for all new courses; maintaining the course master directory; preparing the college catalog and each semester's schedule of courses; adjusting the schedule of courses as cancellations, changes and additions occur; compiling and distributing all curriculum materials, keeping notes of actions taken by curriculum committee, and entering resulting data into the computerized data-bases; preparing official instructor load sheets from information provided by the Associate Deans; preparing supplemental payroll for part-time faculty, including hours of work, lecture and laboratory load data, and pay rates; maintaining records on part-time faculty assignments; compiling reports. Enters and retrieves data from ~~personal computer and mainframe~~ computer systems as needed. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience organizing and providing information via use of ~~personal and mainframe~~ computers **systems**; working independently to organize, coordinate, prioritize and implement complex computer functions; and relating to a large, diverse professional staff.

Knowledge and Abilities: Knowledge of the administrative organization and functions of a community college; research methods to plan and organize the improvement of procedures, college policies, regulations, state directives and laws relating to the completion of instructional administrative studies and forms; and data processing. Skill to use a ~~mainframe~~ computer **systems** to set up and maintain records of courses and instructor loads; perform mathematical and statistical calculations; independently compose correspondence utilizing a personal computer. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. 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.

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

Presented to the Personnel Commission:

Date: September 20, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Sign
Language Interpreter Coordinator

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 16-47

Background:

A vacancy has occurred for the position of Sign Language Interpreter Coordinator in the Disabled Student Services Program (DSPS). In reviewing the classification specification prior to recruitment, changes have been made to update the Title, Distinguishing Characteristics, Duties and Employment Standards. The duties were revised by Vice Chancellor of Human Resources on behalf of the Board of Trustees. 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:

- Director of Disabled Student Services Program
- Vice Chancellor of Human Resources
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the revised classification specification be approved as presented with the revised title of District Sign Language Interpreter Coordinator.



State Center Community College District

Job Title:	District Sign Language Interpreter Coordinator	Classification Series:	Student Services
FLSA Status:	Non-Exempt	Classification Group:	Special Services
Salary Schedule:	Classified	Classification Level:	Advanced/Lead
Salary Range:	66	Date Created:	November 25, 2002

Definition

~~Under direction assists in the coordination of the campus Sign Language Interpreter Program.~~

Under direction, coordinates and schedules the interpreting services for deaf and hard of hearing students, participates in interpreting educational and general information exchanged in an educational setting by using manual and oral methods of communication for the deaf and hard of hearing.

Distinguishing Characteristics

Has the ability to translate complex issues and thoughts from American Sign Language into English and from English into American Sign Language. This classification performs difficult and complex duties in accordance with general instructions or established procedures. This position requires lead responsibilities. This position differs from lower levels by the responsibility for and knowledge of the campus sign language interpreter program and decision-making.

A **District Sign Language Interpreter Coordinator** coordinates interpreting services for students and applies an advanced knowledge of research concepts, methodologies, and processes. The incumbent participates in interpreting for an educational setting by using manual and oral methods of communication for the deaf and hard of hearing and assists with implementing service delivery plans to accommodate educational limitations.

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 staff.

Essential Job Functions

~~May attend all classes, college activities, counseling sessions and tutoring sessions. Translates American Sign Language into English and English into American Sign Language. Serves as the scheduler for sign language interpreter services. Assigns and reviews the work of sign language interpreters, monitors budget, and ensures compliance with laws, rules, and policies.~~

1. Coordinates interpreting services for Deaf and Hard of Hearing students, including administration of all interpreting services.
2. Coordinates and schedules the interpreting services for deaf and hard of hearing students for classes, meetings, and student activities.
3. Maintains daily, weekly and monthly work schedule for interpreters and identifies on-call interpreters as necessary.
4. Resolves problems and provides interventions or solutions when interpreting problems arise within the assignment.
5. Assists with the testing, interviewing, and recommends selection of interpreter staff.
6. Provides oversight for sign language interpreters and interns, including providing hands-on training and feedback, conducting on-going observation of employees in various settings, and assigning work.
7. Assesses the needs of deaf and hard of hearing students and level of difficulty in course content and assigns appropriate interpreters.
8. Interprets and translates classroom lectures simultaneously, facilitates communication between deaf and hard-of-hearing students and faculty, staff and students in classrooms at all levels, meetings, activities, and emergencies on campus.
9. Provides interpreting support to students with disabilities, orients students to policies and procedures for obtaining interpreting services, and follows counselor approved accommodations.



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10. Assigns and coordinates sign language interpreters, real-time captioners, and c-print captionists to deaf and hard of hearing students as approved by the counselor.
11. Interviews deaf and hard of hearing students who utilize sign language as a primary mode of communication to obtain information required to develop appropriate interpreting service delivery plans to accommodate individual student needs as approved by counselor.
12. Assists counselor with outreach efforts to potential and current deaf and hard of hearing students.
13. Works closely with the administration, faculty and staff to coordinate activities and services for deaf and hard of hearing students.
14. Maintains current working knowledge of a variety of complex regulations, requirements, and policies related to the Sign Language Interpreter profession and Disabled Student Programs and Services.
15. Maintains awareness of new developments in the field of interpreting services and implements changes as appropriate.
16. Maintains accurate and confidential records of students served, documents services provided and provides continuous updates to the counselor as appropriate.
17. Develops forms, handbooks, manuals, and other written materials related to interpreting services.
18. Maintains files and materials on technical sign vocabulary to assist interpreters working in specialized subject areas.
19. Extracts, organizes, and analyzes data from computer system, troubleshoots and corrects errors, researches and organizes information to produce technical reports in compliance with applicable laws and district procedures.
20. Assists with planning and monitoring budgets.
21. 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: Bachelors degree and completion of Interpreter Training Program with a minimum level of III, National Association of the Deaf Certification or a Bachelors degree and Certificate of Interpretation or Transliteration from the Registry of Interpreters for the Deaf.~~

~~Experience: Five years of verifiable paid experience as a sign language interpreter and/or two years counseling or instruction and two years community college experience with deaf and/or hearing impaired students.~~

~~Knowledge and Abilities: Ability to communicate with the deaf/hard of hearing. Have knowledge of deaf/hard of hearing culture. Have the knowledge of and ability to follow the RID Code of Ethics, laws, board policies/administrative regulations and Personnel Commission Rules. Have the ability to maintain cooperative working relationships with others to include students and staff.~~

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 Communicative Disorders and Deaf Studies, Social Sciences, Human Services or related area AND five (5) years of experience as a sign language interpreter with at least two (2) years of increasingly responsible experience providing support services to deaf and hard of hearing individuals.

Licenses & Certificates

Valid Driver's License.

National professional Registry for Interpreters of the Deaf (RID) certification or equivalent certification at the level of generalist or higher.

Knowledge of:

1. Americans with Disabilities Act (ADA), as it relates to deafness and related disabilities.



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2. Services for deaf and hard of hearing students such as interpreters, note-takers, assistive listening devices, real-time captioning and remote interpreting and captioning services.
3. Effective and efficient American Sign Language, Signed Exact English or oral interpreting systems for the deaf and hard of hearing.
4. RID Code of Professional Conduct for Interpreters.
5. Expressive and receptive skills of sign language interpretation and/or transliteration.
6. Interpreting strategies and techniques necessary to accommodate individual needs of deaf and hard of hearing students in a variety of educational settings.
7. Foundational concepts of deafness and deaf culture.
8. Recordkeeping and report preparation techniques to ensure information is accurately presented.
9. Math including addition, subtraction, multiplication, and division.
10. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
11. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
12. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Interpret and communicate fluently and proficiently in the sign language system appropriate to the individual needs of the student.
2. Simultaneously interpret sign to voice and voice to sign at the speed of a normal conversation.
3. Use language, style, organization, and format appropriate for the subject matter, purpose, and audience.
4. Identify the main idea or essential message in a text to effectively render the message.
5. Identify relevant details and facts in instructional materials.
6. Effectively communicate with individuals for whom English is not a primary language.
7. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
8. Plan and organize work to meet established timelines and department schedules.
9. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
10. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
11. Rapidly learn and acquire skills in areas and technologies not previously assigned.
12. Type at a sufficient speed to maintain workflow.

Ability to:

1. Understand, respect and be sensitive to the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
2. Understand and express common technical and vernacular expressions used in the classroom in a clear manner.
3. Interpret and communicate fluently and proficiently in the sign language system appropriate to the individual needs of the students.
4. Assess and adjust to consumer's language abilities and their preferred mode of communication.
5. Understand and use the Demand Control Schema.
6. Locate, understand, and interpret written information.
7. Assign, monitor and review the work of others.
8. Learn and apply college and district policies and procedures.
9. Maintain confidentiality of sensitive information and records.
10. Operate computers and their peripherals.
11. 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 classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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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, have finger dexterity, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

Mental Demands

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

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 using hands and fingers for long periods of time; work outside exposed to the weather and varying temperatures; work under pressure of constant deadlines and frequent interruptions; work effectively in a demanding environment; work collaboratively in a team environment, work with sensitive and confidential information; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	November 25, 2002
Class Approved By:	Personnel Commission	Date:	November 25, 2002
Duties Revised By:	Vice Chancellor of HR	Date:	September 15, 2016
Class Revised By:	Personnel Commission	Date:	
Updated By:	Elba Gomez	Date/Time:	9/14/2016

Personnel Commission – Director’s Report

September 20, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Police Officer	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Chief of Police	September 27, 2016
Financial Aid Assistant I	September 30, 2016
Financial Aid Manager	October 4, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Buyer	Oral Board	September 15, 2016
Executive Assistant to the Chancellor	Competency	September 16, 2016
Human Resources Technician (Confidential)	Oral Board	September 20, 2016
Maintenance Worker	Performance	September 23, 2016

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

Name	Location	Anticipated Posting Date/Status
Curriculum Assistant	FCC	September 2016
College/Athletic Trainer	CCC	September 2016
HR Analyst - Confidential	DO	September 2016
Microcomputer Specialist	Districtwide	September 2016
Office Assistant I/II	Districtwide	September 2016
Office Assistant I/II PPT	Districtwide	September 2016
Assessment Technician	Districtwide	October 2016
Bookstore Rush	Districtwide	October 2016
Call Center Support Specialist	DO	October 2016
Call Center Support Assistant	DO	October 2016
Library Services Assistant	Districtwide	October 2016
Sign Language Interpreter Coordinator	Districtwide	October 2016
Student Communications Specialist	FCC	October 2016
Institutional Research Coordinator	Districtwide	November 2016
Instructional Lab Tech – Chemistry	FCC	November 2016
Instructional Tech – Manufacturing	MC	November 2016
Program Development Assistant	Districtwide	November 2016
Department Secretary	Districtwide	November 2016
Department Secretary PPT	Districtwide	November 2016

Student Personnel Services Assistant	FCC	November 2016
Accounting Technician II	Districtwide	December 2016
Accounting Technician I	Districtwide	December 2016
Accounting Clerk III	Districtwide	December 2016
Accounting Clerk I	Districtwide	December 2016
Human Resources Assistant	DO	December 2016
Educational Advisor	Districtwide	December 2016
Administrative Support Series	Districtwide	January 2017
Custodian	Districtwide	January 2017
Professional Development Coordinator	FCC	January 2017
Cafeteria Attendant	RC	On hold pending position review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Administrative Aide	Social Sciences Div., FCC	List Referred 9/7/16
Administrative Assistant	Administrative Svcs, FCC	List Pending Referral
Assessment Technician	Office of Instruction, CCC	List Referred 7/13/16
Department Secretary	Admissions & Records, FCC	List Referred 5/23/16
Graphic Designer	Print Shop, FCC	List Referred 7/15/16
Groundskeeper Worker	Operations, DO	List Pending Referral
Library/Learning Resource Asst. I	Library, FCC	List Referred 8/2/16
Library/Learning Resource Asst. III	Library, RC	List Referred 7/28/16
MicroComputer Resource Tech	Technology Services, RC	List Referred 9/7/16
Occupational Health & Safety Off	Operations, DO	List Referred 8/18/16
Office Assistant III	DSP&S, FCC	List Referred 9/9/16
Office Assistant III	Counseling, FCC	List Pending Referral
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Sergeant	Operations, DO	List Pending Referral
Senior Systems & Network Admin	Information Systems, DO	List Pending Referral
Sign Language Interpreter III – PPT	DSP&S, FCC	List Referred 9/15/16
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

Classification

Job Description Updates

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

Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- Fresno City College Job Fair September 20, 2016
- ACHRO/EEO Conference @ Sacramento October 18 – 21
- WRIPAC Training & Meeting @ Bass Lake October 26 – 28
- Leadership Class XVI Graduation, December 9, 2016 @ FCC OAB
- WRIPAC Training & Meeting @ Costa Mesa January 18 – 20, 2017
- CSPCA Conference @ San Francisco January 26 – 29, 2017