



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

Fresno • Reedley • Clovis • Madera



# PERSONNEL COMMISSION ANNUAL REPORT



# ANNUAL REPORT

## MESSAGE FROM THE DIRECTOR

It's that time of year again! I am honored to present to you the Personnel Commission Annual Report for fiscal year 2022-2023. The annual report is a labor of love from the entire Personnel Commission staff, and an opportunity to highlight our accomplishments and activities from the previous fiscal year.

According to an article by Andy Castillo, editor and staff writer of American City and Country, local governments and the public sector are still wrestling with labor shortage that began during the pandemic and hasn't let up since. New research from the Mission Square Research Institute, the National Association of State Personnel Executives (NASPE) and the Public Sector HR Association (PSHRA), stated that public sector organizations are still facing hiring challenges, as a higher-than-average percentage of employees either quit or retire.

Fiscal year 2022-2023, was an extremely busy year for Personnel Commission staff, as evidenced by a whopping 93% increase in new hires, a 44% increase in transfers and promotions, and a 16% increase in temporary assignments, when compared to the previous year. Applications received also rose by 56%. Unfortunately, SCCCDC also experienced an increase in resignations and retirements over the past several years consistent with the article reference above (see pages 26-33 for hiring data).

Last year, in an effort to increase our diversity, equity, and inclusion efforts, and to assist in filling our temporary positions, the Personnel Commission added a limited term Human Resources Specialist temporarily to focus on attending job fairs, resource fairs, community outreach events, and local workforce development initiatives. We also worked with the District Human Resources staff and the District EEO Advisory Committee to develop recruitment videos, educating the public on SCCCDC, as well as videos to demystify the hiring process.

On behalf of the Personnel Commission staff, I would like to personally thank the Personnel Commissioners, Chancellor and the Board of Trustees for their leadership, and all of the Classified Professionals for their hard work, perseverance, and dedication to the State Center Community College District. Additionally, thank you to the Personnel Commission staff who continue to provide excellent service to the District and to the public.

**Samerah Campbell**  
 District Director of the Personnel Commission  
 & Classified Employment

Address: 1171 Fulton Street  
 Fresno, CA 93721  
 Phone : (559) 243-7100



# ANNUAL REPORT

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# PERSONNEL COMMISSION

## MISSION, VISION, & VALUES

### MISSION

The Mission of the State Center Community College District Personnel Commission Office is to support the goals of the District by ensuring the fair and equitable treatment of employees in the classified service and ensuring that the selection and promotion processes are based on merit principles.

### VISION

Excellence in support of public education in the spirit of the merit.

### M.E.R.I.T. VALUES



#### MOTIVATION

Advising and guiding our applicants and employees, helping them to achieve their goals and overcome challenges.



#### EFFICIENCY

Obtaining the best possible outcome in the least wasteful manner by maintaining dynamic, relevant policies and procedures while consistently supporting a quality workforce.



#### RESPECT

Committed to creating a respectful workplace and workforce that supports inclusion based on the principles of equity and diversity.



#### INTEGRITY

Acting with sound moral principles by being honest, responsible, accountable, and respectful.



#### TEAMWORK

To maximize our collective impact, we inspire, challenge, and support each other to be our best and sustain District efforts. We value and care about each other, operate with a generosity of spirit, and have fun in the process of working collaboratively.

## Meet Our PERSONNEL COMMISSIONERS



**ISABEL BARRERAS**  
Chair

Isabel Barreras, Chair and the CSEA appointee, has served in many leadership capacities in public education, including serving on the California Community Colleges Board of Governors and the SCCC Board of Trustees. She currently serves as the Director of Classified Human Resources for the Madera Unified School District Personnel Commission. Her additional leadership positions have included Program Manager for the California Hispanic Chamber of Commerce, and Chair of both the California Community College Trustee Association and the Community College League of California.

Ms. Barreras was inducted into the 2013 Arte Américas Muro De Honor, acknowledging her dedicated support, personal contributions, and extensive collaboration with other organizations to bring a new awareness of Latino arts and culture. Ms. Barreras received her master of public administration from National University in San Diego and her bachelor of arts degree from California State University, Fresno after attending Reedley College.



**JOSEPH HEBERT**  
Vice Chair

Joseph S. Hebert, Vice Chair and the Board of Trustees' appointee, began his term in December 2020. Hebert earned his master of public administration and bachelor of arts degrees in political science/sociology at San Jose State University.

Mr. Hebert is a strategic business management executive with experience in operational leadership and global business. He is currently employed as the Director of Parks and Community Services with the City of Madera. He previously served as the Executive Director of Fresno's Comprehensive Addiction Program Inc. Hebert's work experience also includes employment with Olam SVI, Schneider Electric, Pelco, Hewlett-Packard and Apple Computer.



**BRADLEY TAHAJIAN**  
Commissioner

Bradley Tahajian, Commissioner and the joint appointee, is a Lead Appellate Court Attorney with the California Court of Appeal where he specializes in workers' compensation, disability, and related employment matters. He became familiar with public employment by serving as an executive fellow with the State Department of Personnel Administration, and later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues.

Mr. Tahajian has attended classes at Fresno City College and earned a bachelor's degree in economics from University of California, Los Angeles (UCLA), a law degree from UC Law San Francisco (formerly UC Hastings), and a legal master's degree in tax with an emphasis in employee benefits from the University of San Diego. He also holds certifications in Human Resources from the Society for Human Resources Management (SHRM) and the Human Resources Certification Institute (HRCI).

# THE DISTRICT MERIT SYSTEM

The Merit System was adopted by the District in 1966 by an election of the classified employees.

The Merit System grants the Personnel Commission of the State Center Community College District the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individualized merit and fitness. This is demonstrated by competitive assessments and hands-on performance testing.

The Personnel Commission is also responsible for the classification and reclassification of positions and serves as an appeal body for applicants, classified disciplinary actions, and medical disqualifications.

The Personnel Commission administers competency and performance assessments for a variety of classifications such as Building Trades Generalist, DSP&S Mobility Driver, and various secretarial support staff positions. Competency assessments vary greatly and can include anything from hands-on computer testing, to driving a mobility cart, or making a presentation.

The Personnel Commission conducts competency assessments in most recruitments. These competency assessments have proven to be instrumental in the recruitment and assessment process by helping identify the most qualified individuals.

We strive to provide the District with well qualified individuals dedicated to meeting the district's mission, vision, and values. It is our mission to serve as a strategic partner alongside the State Center Community College District administration and Board of Trustees in meeting the mission, vision and strategic goals of the district and to provide support for the learning environment.

It is our belief that our employees are the single most valuable resource within our organization. We are committed to attracting, retaining and supporting outstanding classified professionals and administrators who are responsive to the diversity of our students and our community and understand the need for equity-minded practices to more effectively engage and support all students. We are looking for individuals that understand the unique challenges and opportunities of the Central Valley.

## PERSONNEL COMMISSION MEETINGS

Regularly scheduled meetings of the Personnel Commission are normally held on the third Tuesday of each month typically at the District Office at 5:30 PM. Agendas and minutes are posted on our website at:

<https://www.sccd.edu/departments/personnel-commission/meetings/index.html>

Employees and members of the community are welcome to attend either in person or on-line via the Zoom link provided in the meeting agenda.



Above: Samerah Campbell, Jame Yang

# THE DISTRICT STATE CENTER COMMUNITY COLLEGE DISTRICT

## CLASSIFIED FACTS AS OF JUNE 30, 2023

680

FULL-TIME  
EMPLOYEES

46

PART-TIME  
EMPLOYEES

23

PROVISIONAL  
ASSIGNMENTS

47

LIMITED TERM  
ASSIGNMENTS

The fundamental purpose of the merit system is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness. According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

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

SCCCD has four colleges and three centers that serve approximately 1.7 million people and 38 unified and high school districts in urban and rural territories. The four main campuses of the District are Fresno City College, Reedley College, Clovis Community College, and Madera Community College.

In addition, the District includes the West Fresno Center, the Career & Technology Center, and the Madera Community College at Oakhurst.

State Center Community College District was established in 1964 after Fresno City College and Reedley College were joined together.

The District has grown to become a leader among community colleges. For the classified employees and temporary assignments currently with the District, there are 680 full-time employees, 46 part-time employees, 23 provisional assignments and 47 limited term assignments to serve nearly 60,000 students.

# Meet Our PERSONNEL COMMISSION STAFF



**SAMERAH CAMPBELL**  
District Director of the Personnel  
Commission & Classified Employment

The District Director oversees the Personnel Commission department. She carries out all Merit System Rules and Regulations and acts as Secretary to the Personnel Commission. She supervises assigned staff and is responsible for all employee/application appeals.



**JAME YANG**  
Human Resources Analyst

The HR Analyst assists in writing and revising job descriptions, conducting job analyses, working out-of-class for confidential employees, and reclassification. She develops recruitment plans, creates exams, and conducts test analyses and review. The HR Analyst posts lateral transfers, certifies all eligibility lists and makes all job offers.



**GARY HAGY**  
Business Systems Analyst (50%)

The Business Systems Analyst splits his time between the Personnel Commission and Human Resources. He acts as the HRIS administrator in charge of implementing new processes and assisting with technical issues. He writes queries, conducts various data analyses, and constructs the annual report.



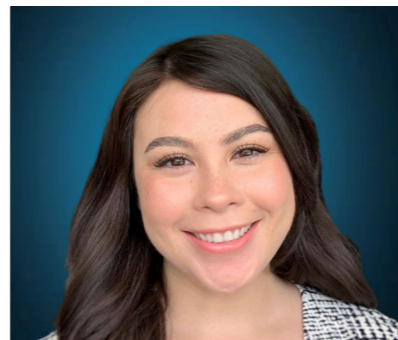
**ANTHONY CUNHA**  
Human Resources Specialist

The HR Specialist is responsible for temporary placements for the District Office and Madera Community College. He also creates job postings, screens applicants, conducts testing, and assists with other recruitment events.



**ANTHONY CAMACHO**  
Human Resources Specialist

The HR Specialist is responsible for temporary placements for Fresno City College, Reedley College, and Clovis Community College. He also creates job postings, screens applicants, conducts testing, and assists with other recruitment events.



**JENNIFER GONZALEZ**  
Human Resources Assistant

The Human Resources Assistant is the main contact for the Personnel Commission and is responsible for most clerical duties. She assists with the preparation and reporting of the monthly Personnel Commission meetings and preparation for recruitments and assessments including finding subject matter experts.

# Meet Our HUMAN RESOURCES STAFF



**JULIANNA MOSIER**  
Vice Chancellor, Human Resources

Oversees the Human Resources department of the State Center Community College District.



**SANDI EDWARDS**  
District Director of Human Resources

Oversees the Human Resources Technicians and several processes in the Human Resources department of the State Center Community College District.



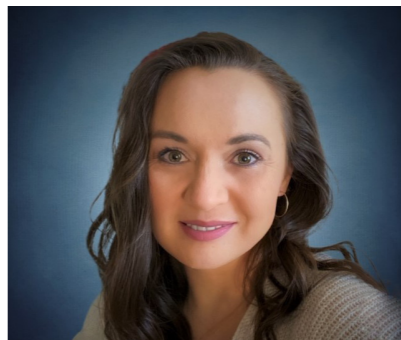
**CHRISTINE PHILLIPS**  
District Director of EEO / Diversity  
& Professional Development

Oversees the Equal Employment Opportunity, Diversity, and Professional Development components of the State Center Community College District.



**LAUREN LOWE**  
Executive Assistant to  
the Vice Chancellor

Works closely with the Vice Chancellor on labor negotiations, executive recruitments, board items, budget, statements of economics interests, and consultant contracts.



**NICOLE PAGE**  
Administrative Assistant

Assists with subpoenas, investigations and interviews, District new employee orientation, and training.



**GABRIELA HOLGUIN**  
Administrative Assistant

Assists with staff development, District new employee orientation, and classified leadership programs.

# Meet Our HUMAN RESOURCES STAFF



**BLANCA SOTO**  
Human Resources Assistant

Acts as the Human Resources receptionist. Responsible for District mail, District switchboard, and Live Scan payments.



**FRANCES GARZA**  
Benefits Coordinator

Coordinates employee and retiree health insurance benefits, workers' compensation, and work-related injuries/illness, along with ACA eligibility and reporting.



**REINA KEMBLE**  
Benefits Technician

Assists with employee and retiree health insurance benefits, retiree billing, ACA reporting, workers' compensation, life insurance, long-term disability, and EAP.



**VACANT**  
Employee Relations & Title IX Coordinator

Responsible for complaints, misconduct, discrimination claims, and harassment investigations.



**PAOLA ZAMORA**  
Human Resources Analyst

Responsible for employee classification and compensation, working out-of-class studies, labor negotiations, and salary and benefit surveys.



**NAVJIT PUNIANI**  
Human Resources Analyst

Responsible for the interactive discussion process and workplace accommodations.

# Meet Our HUMAN RESOURCES STAFF



**GARY HAGY**  
Business Systems Analyst (50%)

The Business Systems Analyst splits his time between the Personnel Commission and Human Resources. He acts as the HRIS administrator in charge of implementing new processes and assisting with technical issues. He writes queries, conducts various data analyses, and constructs the annual report.



**SAREANG NHIM**  
Senior Human Resources Technician

Responsible for full-time faculty and administrator status changes, administrator recruitments, academic leaves, full-time class advancements, onboarding, labor negotiations, evaluations, employment contracts, and questions on faculty collective bargaining agreements.



**ALBERTO VILLEGAS-VILLAGOMEZ**  
Senior Human Resources Technician

Responsible for classified leaves, position control management, board recommendations, professional growth, and questions on classified collective bargaining agreements. Also assists with the interactive process and labor negotiations.



**APRIL JOHNSON**  
Human Resources Technician

Responsible for full-time recruitment, part-time faculty payroll, class advancements, onboarding, Live Scan, and unemployment insurance claims. Also answers questions about the part-time faculty collective bargaining agreement.



**JESSICA BAROS**  
Human Resources Technician

Responsible for full-time recruitment, part-time faculty payroll, class advancements, onboarding, Live Scan, and unemployment insurance claims. Also answers questions about the part-time faculty collective bargaining agreement.



**JESUS NUNEZ**  
Human Resources Technician

Responsible for student worker Personnel Action Forms (PACs), classified evaluations, new employee onboarding, service awards, Live Scan, and unemployment.

# CLASSIFIED PROFESSIONALS

## TYPES OF CLASSIFIED PROFESSIONALS

The Personnel Commission conducts recruitments, candidate assessments, job classification, and compensation administration for classified positions within State Center Community College District.

Within the classified service are various types of classified positions including classified represented, classified management, confidential, and classified police positions.

### CLASSIFIED EMPLOYEES

Classified employees perform a wide range of essential work in our District, including security, food service, office and clerical work, maintenance and operations, transportation, paraeducator services, library and media assistance, technology support and more.

### CLASSIFIED CONFIDENTIAL

Confidential employees are non-bargaining unit employees who develop or present management positions relative to collective bargaining or whose duties normally require access to confidential information which contributes significantly to the development of management's position in the labor negotiations process.

### LIMITED TERM/PROVISIONAL POSITIONS

People who fill a temporary non-classified position may be called a "provisional" or "limited-term" employee. Temporary employees may be used in instances where a permanent employee is on a leave of absence, during a recruitment, or for a special assignment of limited duration.

### CLASSIFIED MANAGEMENT

Classified managers oversee work in the District that is primarily performed by classified employees, such as Admissions and Records, Financial Aid, Construction, Human Resources, and Technology Services.

### CLASSIFIED POLICE OFFICERS

Additionally, there are a group of represented classified positions who are responsible for providing a safe environment for our students, faculty, staff, and guests. District police officers are trained and regulated by the California Peace Officers Standards and Training (P.O.S.T.) Commission and have the same authority as a municipal police officer or county deputy sheriff.

### NON-CLASSIFIED POSITIONS

Non-classified positions include faculty (such as instructors and counselors), academic administrators (such as deans and presidents) and student workers.

**There are currently 212 job descriptions describing the various classified job types at State Center Community College District. There are 726 classified employees who contribute to the District's success. These employees ensure a seamless experience for the students by providing a range of support services such as keeping the buildings safe and clean and making sure that classroom tools and supplies are on hand and ready for use.**

**The Personnel Commission, in collaboration with Human Resources, ensures that classified job descriptions are current and accurate, which in turn allows the Personnel Commission to conduct valid and reliable recruitment assessments. The Personnel Commission strives to provide high-quality, efficient, and meaningful service in order to hire the most qualified candidates.**

# CLASSIFIED PROFESSIONALS

## ANNUAL SERVICE AWARDS

### 5 Years

Aaron Acevedo	Dale Putman	Karen Kwan	Mufadhhal Alkuhlani
Alex Fletcher	David Santesteban	Kendal Ellison	Nader Inan
Alma McClellan	David Clacher	Kevin Glazener	Natasha Mejia
Amanda Romero	De Duygu Cetin Berber	Khao Insyarah	Paul Lucckesi
Andrew Bradshaw	Doug Nasalroad	Kimeka Simmons	Richard Mostert
Andrew Doris	Elaine Sasaki	Lataria Hall	Sean Boyd
Anthony Estrada	Elisha Wells	Laurie Taylor	Shelley Renberg
Arvinder Gill	Eliud Mushibe	Luis Villanueva	Shelly Connor
Bee Vang	Ellyce Parento-Garcia	Luis Jauregui Martinez	Stacy Bracamontes
Bernardo Reynoso	Jason Boyer	Marco Castro	Syamporn
Bethany Johns	Jennifer Eustaquio	Marco De La Garza	Boonthavongkham
Caleb Duarte	Jeremiah Ganner	Maricela Gutierrez	Tiffany Martinez-Witt
Charlotte Harmon	John Johnson	Marisol Patino	Vi Trang
Christopher Orr	Juan Alvarez-Tovar	Meng Thao	



Above: Christine Miktarian, Don Lopez, Randall Vogt, Wil Schofield, Rico Guerrero, Julianna Mosier

# CLASSIFIED PROFESSIONALS ANNUAL SERVICE AWARDS

## 10 Years

Aarne Kela  
Blanca Soto  
Bradley Mahoney  
Celia Zamora  
Charles Kralowec  
Darren Adams  
David Yang  
Debra Nichols  
Desiree Encinas  
Fidel Jauregui  
Gabriel Albidrez  
Janet Barbeiro  
John Yang  
Johnathan Kepler

Juan Guzman  
Julio Trevino  
Keri Cook  
Kimberlee Murray  
Lili Gao  
Louie Long  
Marvin Jordan  
Melissa Affeldt  
Olena DeKlotz  
Penny Sandlin  
Robert Torrez  
Samaria Cardenas  
Shawna DiQuirico

## 15 Years

Aaron Pankratz  
Alicia Lozano  
Amanda Taintor  
Anthony Bravo  
Arla Hile  
Barbara Mendoza  
Bethany Wengerd  
Cherylyn Crill-Hornsby  
Daniel Graffigna  
Daniel Morales  
Diane Defreitas  
Douglas Gong  
Eric Rogers  
Erik Fritz

Ernestina Soto-Frisby  
Frank Anaya  
George Sanchez  
Gregory Ramirez  
Gretchen Ezaki  
Heidi Caetano  
Hiram Blanken  
James Kirby  
Janine Gonzales-Cerda  
Jason Asman  
Jeffrey Tannen  
Karen Davies  
Karen Dancey  
Kristina Luera



Above: Blanca Soto, Julianna Mosier



Above: Don Lopez, Steve Grusis



Above: Saprina Abraham, Kelli Hutchison



Above: Carmen Alessandro, Veronica Fisher

# CLASSIFIED PROFESSIONALS ANNUAL SERVICE AWARDS

## 15 Years Cont'd

Larry Dinis  
Lori Natal  
Marcy Davidson  
Maria Ensminger  
Maria Hernandez  
Martha Magnia  
Marylou Wright  
Melanie Sanwo  
Michael Gerard  
Micahel Graffigna  
Michelle Patton  
Naira Danielyan  
Nancy Gross

Nancy Gutierrez  
Natalie Culver-Dockins  
Natasha Maryanow  
Nathan Clark  
Nicholas Deftereos  
Nicola Visveshwara  
Ricardo Garza  
Ryan Preciado  
Samara Trimble  
Sonia Lopez  
Stephen Rosendale  
Thomas Andrews  
Toni Ensz

## 20 Years

Adelfa Lorenzano  
Carol Fernandez  
Cathleen Kozielski  
Cynthia Hernandez  
Daniel Rivera  
Elizabeth Davitian  
Gerald Thurston  
John Vidinoff  
Josphine Mancillas-Llanos  
Joyce Clark

Keith Zielke  
Mayra Machain  
Mirna Duarte  
Naomi Custodio  
Nileen Clark  
Pao Yang  
Roy Rosa  
Shelly Sorensen  
Sonny Silva  
Sophia Adame  
Tamara Maddox



Above: Marco Castro, Christine Miktarian



Above: Wil Schofield, Elaine Sasaki



Above: Lt. Gary Mejia, Keri Cook



Above: Johnathan Kepler, Brad Mahoney



# CLASSIFIED PROFESSIONALS ANNUAL SERVICE AWARDS

## 25 Years

- Brent Nabors
- Carey Karle
- Eric Rata
- Guadalupe
- James Gilmore
- Jamien Armstrong
- Karen Crocket
- Karin Henderson
- Kelli Hutchison
- Linda DeKruif
- Loren Palsgaard
- Lydia Anderson

## 30 Years

- Mary Mossette
- Michael Sorensen
- Monica Hernandez
- Olegario Mata
- Roger Hitchcock
- Saprina Abraham
- Scott Gerety
- Sean Henderson
- Steven Nortin
- Steven Grusis
- Victor Yang

## 35 Years

- Dale Jimenez
- Erasmus Lopez
- Gurdeep Sihota Hebert
- Jody Cooley
- Robin Torres
- Carmen Alessandro
- Charlotte Espinosa
- Elizabeth De Fore
- Lisa McAndrews
- Terri Clement



Above: Natalie Culver-Dockins, Dr. Jerry Buckley, Deb Borofka, Adelfa Lorenzano

## CLASSIFIED WEEK



Above: Yiefun Tan, Rebecca Boyd, Angela Steitz



Above: Gema Ortega, Kristen Chavana, Shawna DiQuirico, Josefina Ramirez, Channie Phantharath, Marisol Patino, Mario Alvarado, Diana Tapia-Wright, Beto Carbajal

# CLASSIFIED PROFESSIONALS 22ND ANNUAL MEGA CONFERENCE



Above: Alberto Villegas-Villagomez, Erin Kent



Above: Anthony Cunha, Heather Hilscher, Carrie Brown, Kendal Ellison, Erin Kent, Puma Jones, Melissa Flores, Christine Phillips



Above: Dr. Carole Goldsmith



Above: Dr. Kim Armstrong

# CLASSIFIED PROFESSIONAL OF THE YEAR

## WHAT IS CLASSIFIED PROFESSIONAL OF THE YEAR?

The Classified Professional Steering Committee believes that there are individuals who exemplify what being a “Classified Professional” represents. These individuals excel in such areas as customer service, leadership & teamwork, and community involvement. In order to recognize these individuals, the “CP of the Year” award was developed to provide well-deserved recognition. It is our hope that these Classified Professionals recognized through this program will be the role-models for their fellow peers and co-workers now and for years to come.

ACADEMIC  
ACHIEVER  
VIP

## About Caryss Johnson

Caryss is a strong advocate and fierce protector of classified professionals as evidenced by her service to the District since she began employment. Caryss has served as the Classified Senate President for 4 years and was an Area Senator for 2 years prior to that. Caryss consistently encourages classified professionals to be involved in the shared governance practices on our campus through committee involvement. She reminds classified professionals, faculty and administrators of how uniquely valuable the classified perspective is in decision-making on campus and throughout the district.

Caryss is a huge supporter of professional development for classified professionals. When Caryss became Classified Senate President, there was no existing classified-specific professional development day. Through Caryss’ advocacy to campus administration, an annual Classified Senate sponsored Professional Development (PD) Day was established to take place each Winter Break. Caryss recently advocated for this to be expanded to include an additional PD Day in June of each year.

Caryss has served on numerous committees, such as: College Council (4 years), Student Success & Equity (4 years), Professional Development (4 years), Employees of Color Association (EOCA) (3 years), Commencement Advisory Committee (3 years), African American Success Initiative (AASI) (2 years), Library Advisory (2 years), Classified Professional Steering Committee (1 year), CSEA Benefits Committee, and the 2035 Strategic Planning Commission.

She has contributed to several special projects like the Governance Handbook Development and Revisions (6 years), Equity Plan Writing Taskforce, Safety at Night Ad Hoc, and she participated on several key hiring committees for administrators, faculty and classified professionals.

Caryss is passionate about DEIA efforts and continues to be an active participant in helping close equity gaps and moving the college in the direction of cultural competency. Caryss developed and co-facilitated the weekly Justice and Healing Circles for two years. The Justice and Healing Circles, which started in response to the unrest across the country in the summer of 2020 and continued to be a place for faculty and classified to learn more about issues affecting minoritized communities and how to implement this knowledge into our campus and local community.

Caryss was heavily involved with the writing of the 2022-2025 Student Equity Plan and insisted on holding our institution accountable by including detailed action items within the plan. Caryss has consistently supported disproportionately impacted students, including racially minoritized groups, economically disadvantaged, disabled, undocumented, LGBTQ+ and those with Basic Needs challenges. Caryss has helped develop the African American Student Initiative, which has a focus on improving student outcomes for African Americans.



Above: Dr. Carole Goldsmith, Caryss Johnson

**Please join us in congratulating Caryss Johnson as the 2023 Classified Professional of the Year!**

## CLASSIFIED PROFESSIONALS TESTIMONIALS

Ariel Fuertes, Science Lab Coordinator, Reedley College

### What attracted you to SCCCD?

I was attracted to SCCCD for its advancement opportunities. I have worked in various laboratory settings and this position seemed to be a culmination of all of my previous positions. When this position opened up, I immediately applied because I saw it as a perfect career opportunity. I view SCCCD as a place for career advancement, somewhere I would be able to learn and grow in a professional capacity and also have the opportunity to continue my education, while still building my future.

### What do you love most about your position?

What I like most about my position is the ability to see how my work impacts students. I am able to see how the set ups I do every day are used in the curriculum and how students interact with labs and how it boosts students' interest in science. Although I am not face to face with the students, as I walk through the classrooms I am able to adapt my work to fit with how students learn and I feel like I am learning alongside them.

### How does your particular role uniquely serve the college?

As a Science Lab Coordinator, my role is mainly behind the scenes of the lab classes. My main role is to support the lab instructors. I am responsible for making sure that the labs are ready for students, which includes having media and reagents ready, maintaining bacterial cultures, and having enough equipment for students. I am able to collaborate with instructors to simplify or adjust labs to fit instructor needs as well as student needs.



Above: Ariel Fuertes

## CLASSIFIED PROFESSIONALS TESTIMONIALS

Dee Jones, Call Center Support Assistant, District Office

### What attracted you to SCCCD?

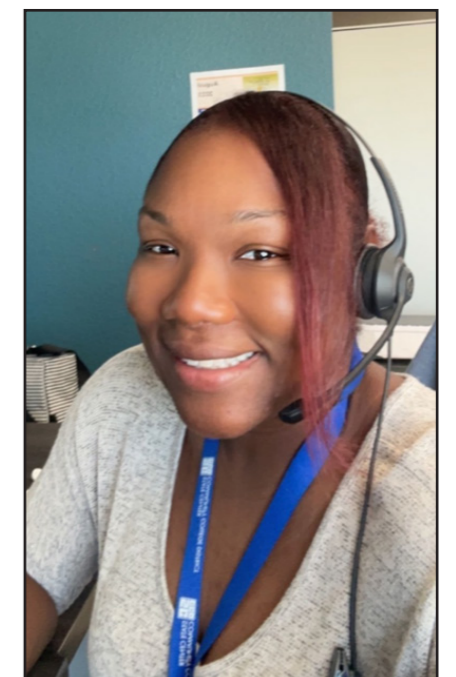
What attracted me most to SCCCD was the opportunities for growth. In October 2022, I began my journey at the FCC Campus as an Office Assistant I in the Social Sciences division. It was a wonderful experience working on campus, meeting new people, and gaining valuable skills. In April 2023, I was able to successfully advance and secured a promotion to the Call Center position at the district office!

### What do you love most about your position?

One aspect I love most about my role is the opportunity to assist and guide all students. It is very rewarding to be able to offer reassurance, answer their questions, and provide practical solutions that enable them to make informed decisions about their education. Sometimes, students may be feeling overwhelmed or uncertain, and being able to provide them with the support and resources they need can make a significant difference in their overall college experience.

### How does your particular role uniquely serve the colleges?

As a call center assistant in student support, we have the privilege of being a direct point of contact for students who may have questions, concerns, or need assistance with various aspects of their college experience. This could include anything from helping them navigate through enrollment processes, providing information about academic programs, and troubleshooting technical issues.



Above: Darlistra "Dee" Jones

# CLASSIFIED PROFESSIONALS TESTIMONIALS

Tina Yang, Financial Aid Specialist, Fresno City College

## What attracted you to SCCCD?

I consider myself fortunate to be a part of such an inspiring and engaging work environment. The dedication to creating a culture that fosters and promotes exemplary educational opportunities and provides a safe, inclusive, and supportive learning environment is evident in every corner of the office. It's a place where everyone's ideas are valued, leading to a rich diversity of thought that pushes us all to grow both professionally and personally. The leadership team's focus on individual development, coupled with a genuine commitment to work-life balance, makes it a true pleasure to work here. I am truly proud to contribute to a District that values its employees as its greatest asset.

## What do you love most about your position?

What I love most about my position as a financial aid specialist for the State Center Community College District is the opportunity to assist students in achieving their educational goals. I thoroughly enjoy being able to provide guidance and support to students who may not have access to the financial resources needed to pursue higher education. Additionally, I appreciate the collaborative and team-oriented environment within the district, as we are all working towards a common goal of helping students succeed.

## How does your particular role uniquely serve the college?

My role uniquely serves the institution by providing crucial assistance and support to students in their pursuit of higher education. Through the evaluation and screening of student financial aid applications, I ensure that students receive accurate and timely information regarding their financial aid options. I also actively engage with students, parents, and the public, assisting them in navigating the financial aid application process and accessing available services and programs. I contribute to the overall mission and success of Fresno City College in providing an accessible and equitable education to all students.



Above: Tina Yang

# CLASSIFIED PROFESSIONALS TESTIMONIALS

Manuel Bucio, ECEA, Clovis Community College

## What attracted you to SCCCD?

I started working at Fresno City College Child Development Center while I was taking courses at college as a lab student and wanted to gain more experience working with children while continuing my education. I did some provisional work as a ECEA (Early Childcare Educator Associate) while at the FCC CDC while I worked to get my bachelors. I eventually became an ECEA at Clovis Community College Child Development Center. Seeing firsthand how early childcare educators work with many people in the college as well as the community really inspired me to pursue working at child development center lab school.

## What do you love most about your position?

I enjoy working with preschool and toddler age children as well as lab students too. Being able to help lab students learn developmentally appropriate practices as they learn about the field of child development. Watching children learn and grow during their first day as a toddler all the way to their last day at the CDC as a preschooler is amazing as you see them hit their milestones and flourish in key developmental areas.

## How does your particular role uniquely serve the college?

I work with toddlers, preschool age children, parents, ECE professors, and lab students who are learning to become a part of the field of child development. Early childcare educators serve as mentors to lab students at our community college and we serve our communities and community college families by providing families with a childcare center that provides developmentally appropriate practices and curriculum. All lab schools within the SCCCD serve as a model for many students who will learn and utilize these DAP practices, and techniques when they enter the field of child development.



Above: Manuel Bucio

## CLASSIFIED PROFESSIONALS TESTIMONIALS

Jenny Saklar, Food Pantry Coordinator, Madera Community College

### What attracted you to SCCCD?

The District opens doors of opportunity for all kinds of people here in the Valley. It's amazing to be a part of this incredible force for goodness. What attracts me most is how personal and caring my campus community is, going to great lengths to guide, educate, and support our students. The level of care is very tangible and is a big part of both the charm and effectiveness of our institution.

### What do you love most about your position?

I love food! With the single element of food brings the opportunity to elevate nearly all aspects of life – health and wellbeing, culture and community, environment, economics, equity...and education. I love that in my work, I get to affect positive change in each of these areas and, most of all, feed and support hungry students. Of the students who completed our 2023 #RealCollege HOPE Survey, 55% shared that they were worried about running out of food in the month prior and more than a third stated they significantly skipped meals and ate less than they should because of a lack of food. I'm passionate about building awareness, solutions, and resources to address these concerns. Plus, I truly enjoy connecting with students and making the pantry a fun and welcoming space.

### How does your particular role uniquely serve the college?

The way I see it, my role is critical to the survival of many of our students. Without reliable access to food, and the mental, physical, and emotional struggles that often go with that, learning will always be suboptimal. In Madera specifically, where so many of our students are directly connected to agriculture and farming yet experience very low food security, my role is uniquely positioned to address this and other issues of equity.



Above: Jenny Saklar

## CLASSIFIED PROFESSIONALS TESTIMONIALS

Clint Harris, Enrollment Management Analyst, District Office

### What attracted you to SCCCD?

I took a few courses from FCC for some of my master's degree prerequisites and really loved the campus and faculty I interacted with. Working at a smaller university before coming to SCCCD, I was really excited to work somewhere with access to the broader community and be part of a district that continues to impact the Central Valley so positively.

### What do you love most about your position?

I enjoy working with data and seeing "the big picture" behind each semester. I also work in a department with a lot of great personalities, so that's always appreciated! The great thing about my position is that it isn't focused primarily on one college, but on supporting each campus.

### How does your particular role uniquely serve the colleges?

I am able to work alongside some incredibly bright people with a strong sense of service for our students. The work that I do with them allows our students to receive financial aid, program-specific assistance, and tailored learning experiences that wouldn't be possible without the ebb and flow of data that flows between each campus and our office.



Above: Clint Harris

# PERSONNEL COMMISSION BUDGET

The Personnel Commission actual expenditures for 2022-2023 was \$777,284.

Description	2022-2023
Salaries	\$472,404
Overtime	\$3,273
Commissioners	\$1,800
Benefits	\$293,008
Office Supplies	\$1,500
Software	\$12,500
Publications	\$150
Conference	\$10,000
Mileage / Vehicle	\$5,000
Hosting	\$2,000
Dues	\$4,250
Medical Services	\$4,500
Contract Labor	\$2,500
Advertising	\$10,000
Postage / Shipping	\$150
Chargebacks	\$100
New Equipment	\$2,000
<b>Total Budget*</b>	<b>\$825,135</b>

\*Adjusted budget due to the cost of living adjustment (COLA), effective July 1st, 2022.

# PERSONNEL COMMISSION DATA DATA SUMMARY

## 2022-2023

### ANNOUNCEMENTS

# 302

Job announcements are posted when the Personnel Commission is creating a new eligibility list due to a vacancy. This includes lateral transfer and open recruitment postings.

### ASSESSMENTS

# 236

Assessments are conducted to assess the relevant knowledge, skills, and abilities that predict success on the job.

### NEW HIRES / PROMOTIONS & TRANSFERS

# 208

Hires may be new to working at State Center Community College District, promoted from another position, and/or transferred from another campus location.

### APPLICATIONS

# 10,964

Applications are screened for minimum qualifications by Human Resources Specialists based on current job descriptions.

### ELIGIBILITY LISTS

# 130

Eligibility lists contain the names of those persons who have successfully completed assessments, listed in order of their final rankings from the highest to the lowest rank.

### TEMPORARY ASSIGNMENTS

# 264

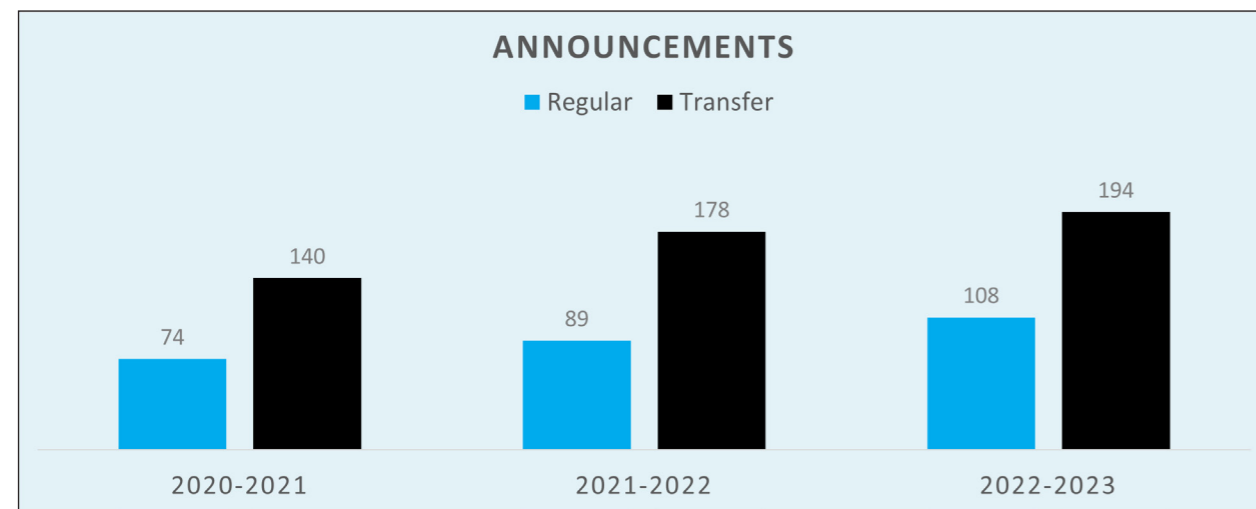
Temporary assignments occur typically during recruitment selection, to cover a leave of absence, or due to a special project.

## PERSONNEL COMMISSION DATA PRE-HIRE DATA

### ANNOUNCEMENTS

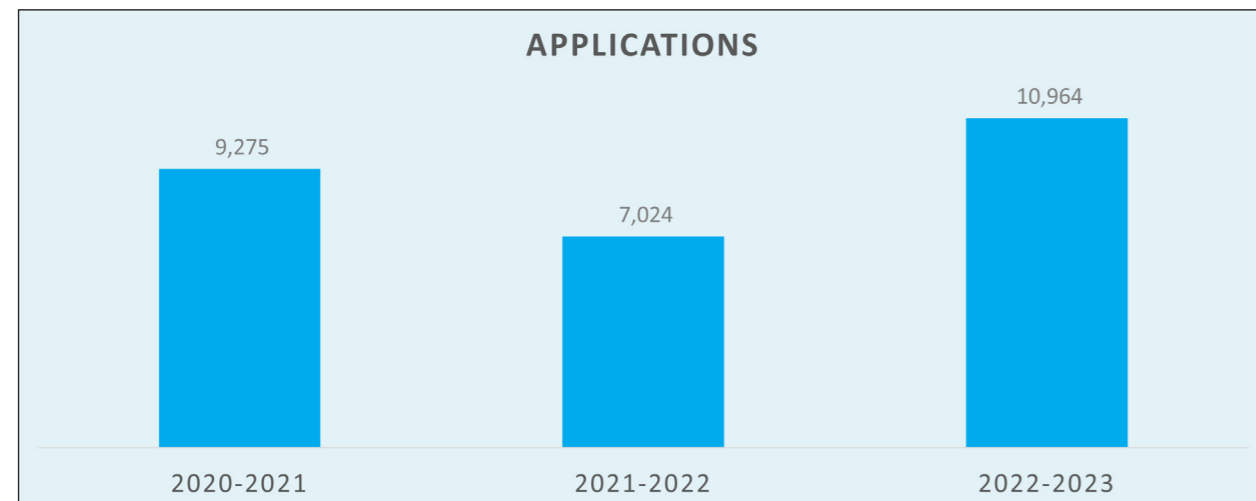
When a manager decides to fill a vacant classified position, the Personnel Commission normally sends a transfer notice to all employees and posts the transfer notice on the District's website.

When the transfer closes, the manager decides whether they want the Personnel Commission to recruit publicly.



### APPLICATIONS

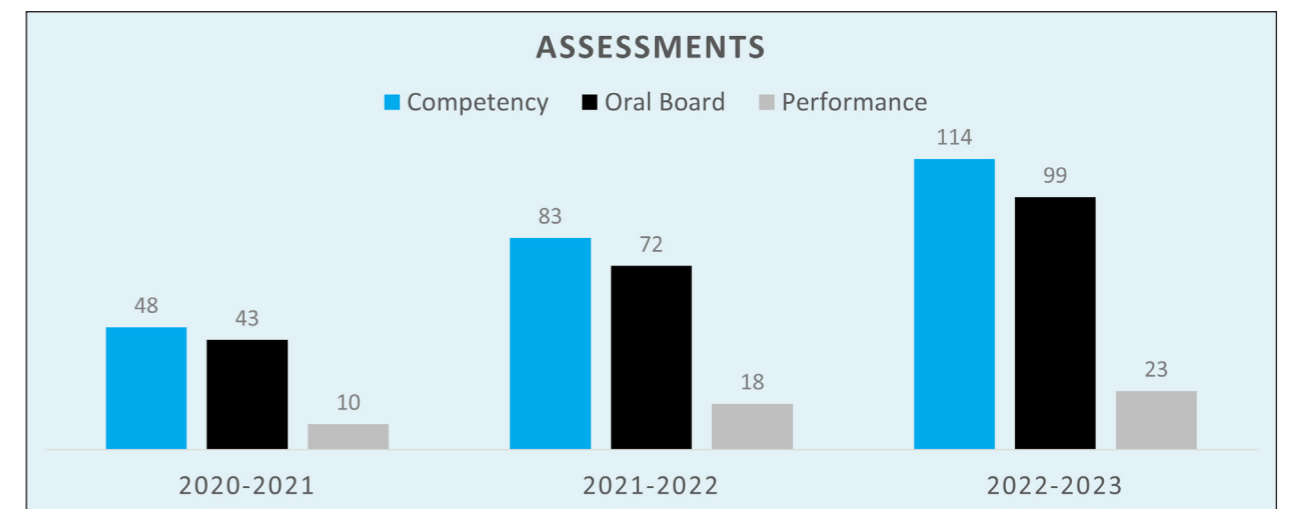
The Personnel Commission received 10,964 applications during the 2022-2023 fiscal year, a 56% increase from 2021-2022. The applications included transfer postings, temporary postings, and regular open and promotional postings.



## PERSONNEL COMMISSION DATA PRE-HIRE DATA

### ASSESSMENTS

An assessment refers to the process of evaluating and ranking candidates who are applying for a classified position within the District. Depending on the position, an assessment may consist of a written and/or performance-based test (competency) plus an interview (oral board).



### ELIGIBILITY LISTS

If an applicant is successful on the assessments, they will be placed on an eligible list of candidates from which departments can hire. In 2022-2023, the Personnel Commission certified 130 eligibility lists. Eligibility lists are typically valid for six (6) months to one (1) year.



## PERSONNEL COMMISSION DATA HIRING DATA

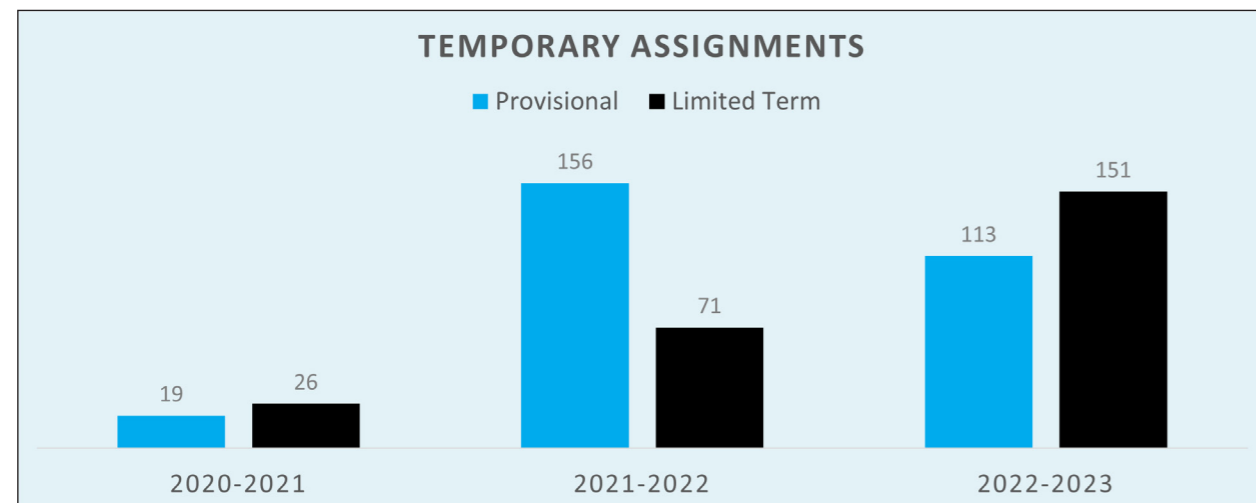
### NEW HIRES

The number of new hires in 2022-2023 was nearly double (93% increase) compared to the previous year as well as an increase in promotions and transfers (44% increase). There were seven hundred and twenty-six (726) classified employees at the end of the fiscal year.



### TEMPORARY ASSIGNMENTS

During the 2022-2023 fiscal year, the Personnel Commission processed two hundred and sixty-four (264) temporary assignments, including one hundred and thirteen (113) provisional assignments and one hundred and fifty-one (151) limited term assignments.



## PERSONNEL COMMISSION DATA HIRING DATA

### SEPARATIONS

The District received eighty-eight (88) voluntary separations during the 2022-2023 fiscal year. Sixty-six (66) of those separations were resignations and twenty-two (22) of those separations were due to retirement.



### CLASSIFICATION MAINTENANCE

After the completion of the classification study implemented on July 1, 2018, the Personnel Commission reached agreement with the District and the Unions to establish a regular maintenance schedule to maintain accuracy, provide a realistic job preview, and to ensure a valid and reliable recruitment. The Commission also accepts requests for reclassification on an annual basis between October 1 and December 1, and working out of class requests on an as-needed basis. On December 1, 2022, the Personnel Commission initiated the study on the first group of the classified job descriptions which contains approximately 70 job descriptions, and 270 employees. The District hired Reward Strategy Group to conduct the study.

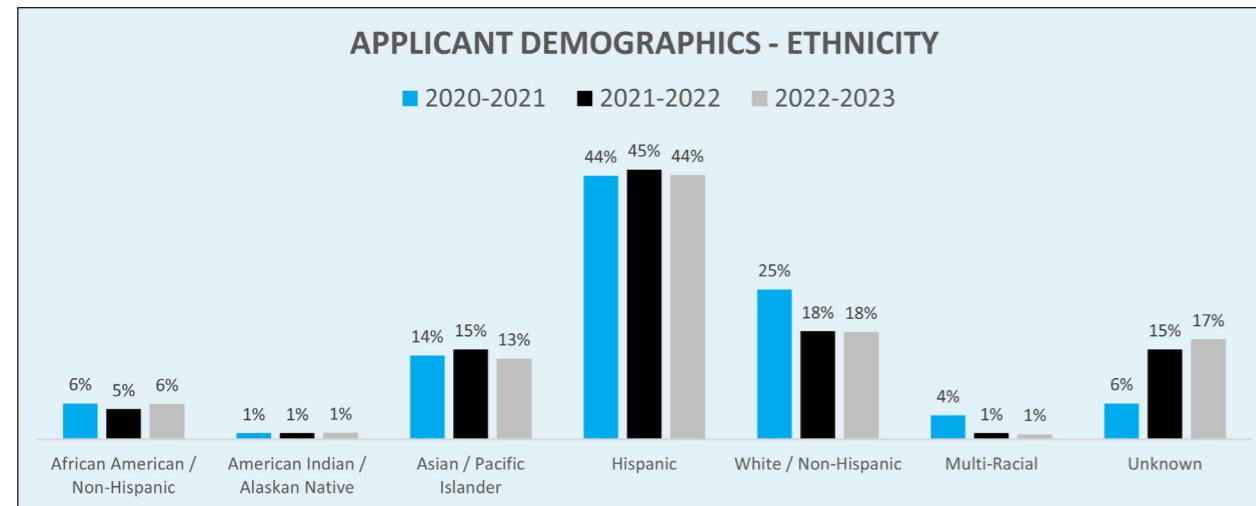


# PERSONNEL COMMISSION DATA

## DEMOGRAPHICS - ETHNICITY

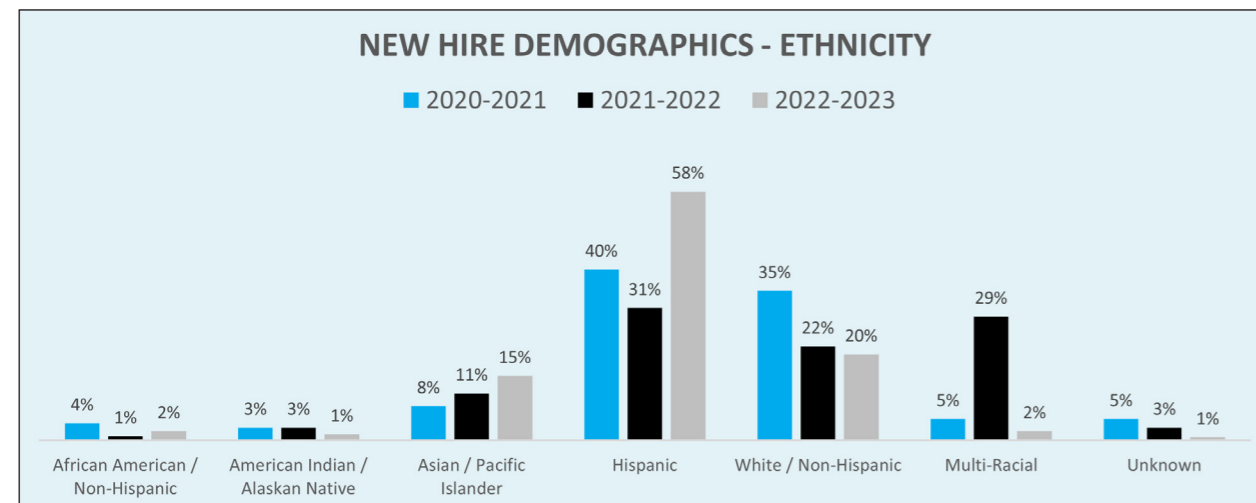
### APPLICANT DEMOGRAPHICS - ETHNICITY

Five thousand two hundred and sixty-three (5,263) individuals submitted applications during the 2022-2023 fiscal year. Two hundred and six (206) or four percent (4%) of the applicants were veterans. Below shows the applicant demographics by ethnicity.



### NEW HIRE DEMOGRAPHICS - ETHNICITY

In 2022-2023, there were one hundred and thirty-nine (139) new hires. Below shows the new hire demographics by ethnicity.

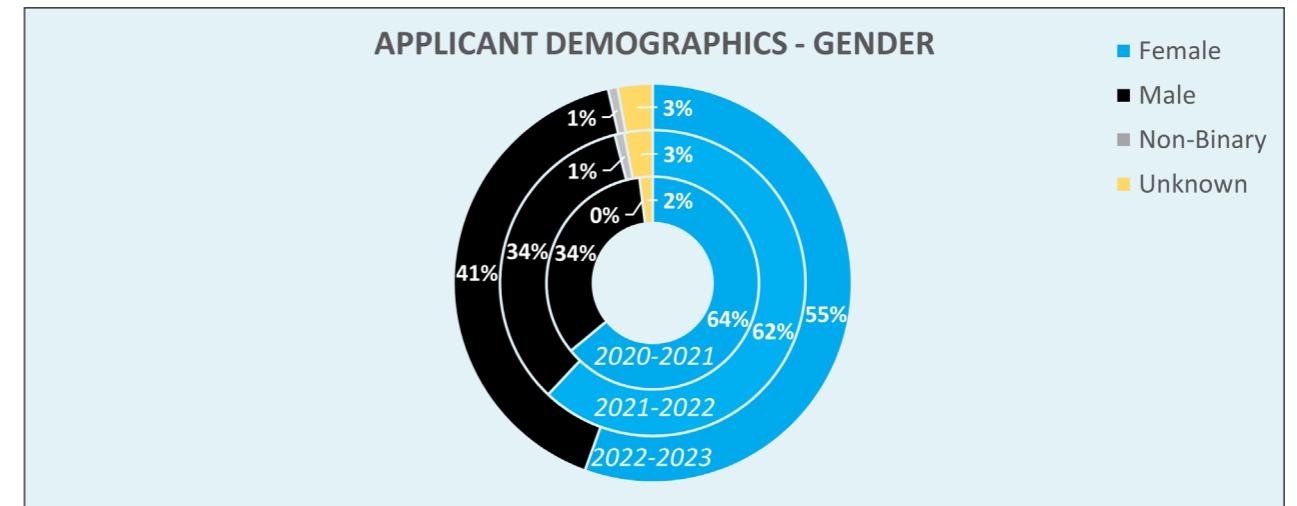


# PERSONNEL COMMISSION DATA

## DEMOGRAPHICS - GENDER

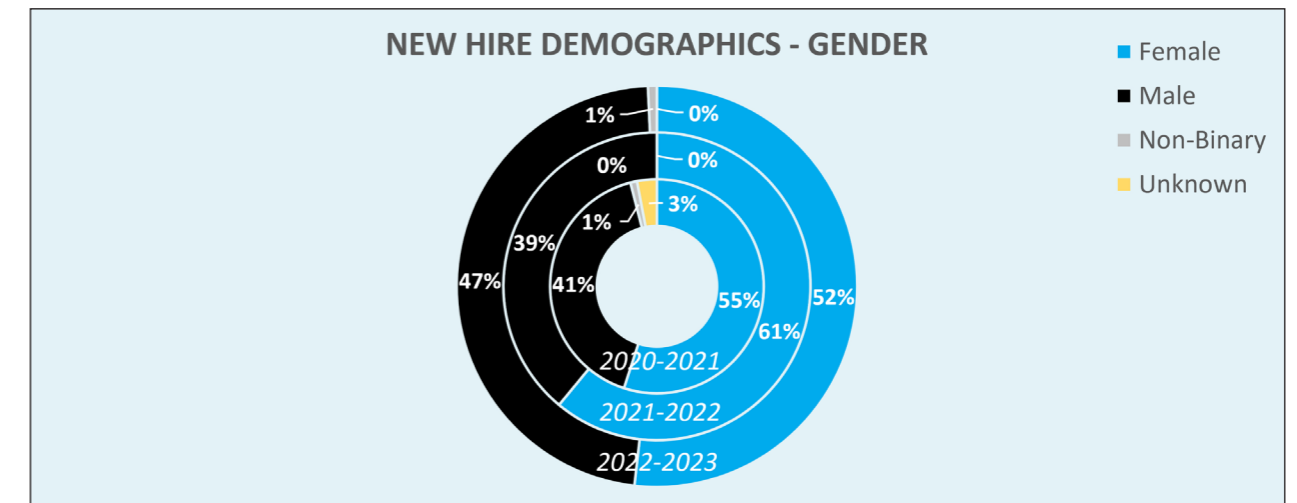
### APPLICANT DEMOGRAPHICS - GENDER

Five thousand two hundred and sixty-three (5,263) individuals submitted applications during the 2022-2023 fiscal year. Out of 5,263 applicants, 55% self-identified as female, 41% male, 3% unknown, and 1% as non-binary. Below shows the applicant demographics by gender.



### NEW HIRE DEMOGRAPHICS - GENDER

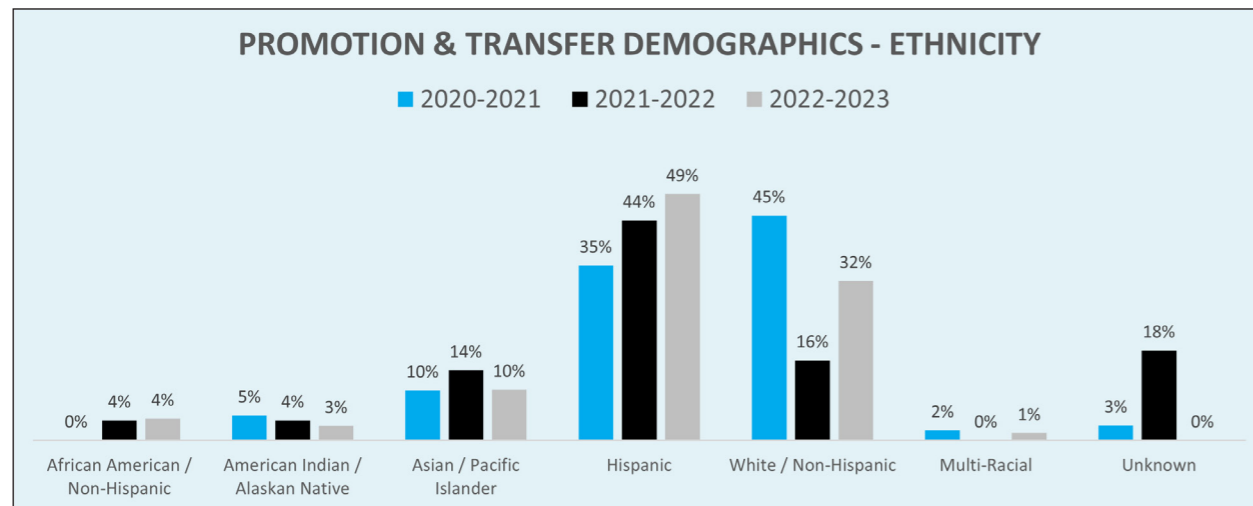
In 2022-2023, there were one hundred and thirty-nine (139) new hires. Out of 139 new hires, 52% self-identified as female, 47% male, 0% unknown, and 1% as non-binary. Below shows the new hire demographics by gender.



# PERSONNEL COMMISSION DATA DEMOGRAPHICS - ETHNICITY

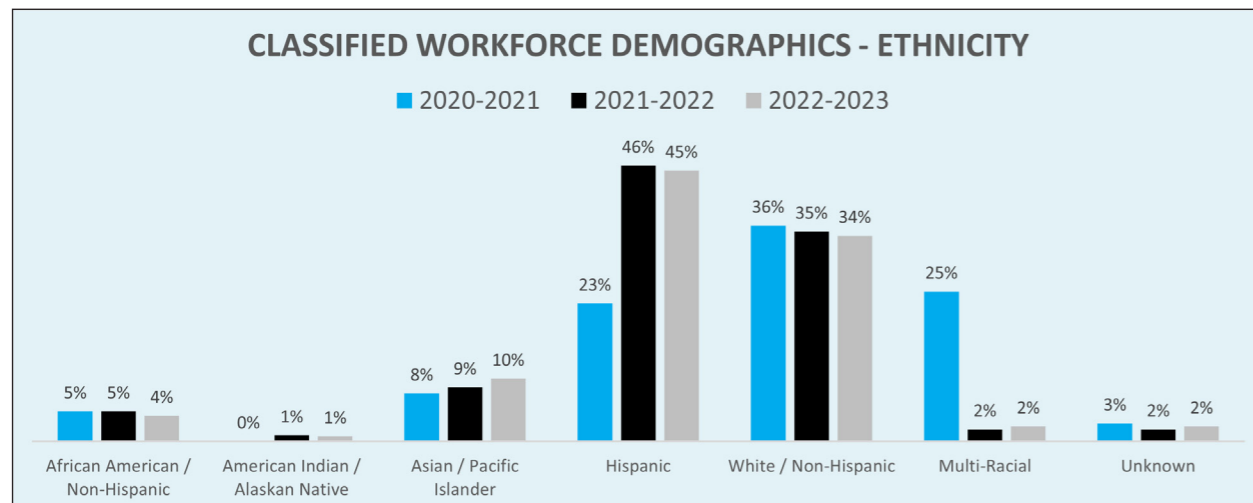
## PROMOTION & TRANSFER DEMOGRAPHICS - ETHNICITY

In 2022-2023, there were sixty-nine (69) promotions and transfers. Below shows the promotion and transfer demographics by ethnicity.



## CLASSIFIED WORKFORCE DEMOGRAPHICS - ETHNICITY

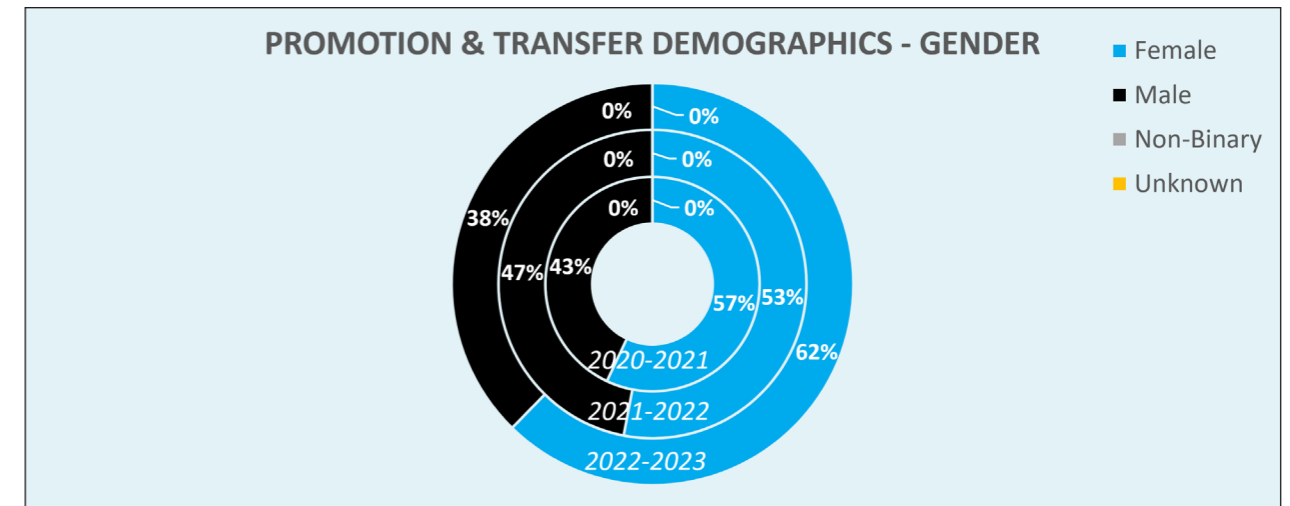
At the end of the 2022-2023 fiscal year, there were seven hundred and twenty-six (726) employees as part of the classified workforce. Below shows the classified workforce demographics by ethnicity as of June 30, 2023.



# PERSONNEL COMMISSION DATA DEMOGRAPHICS - GENDER

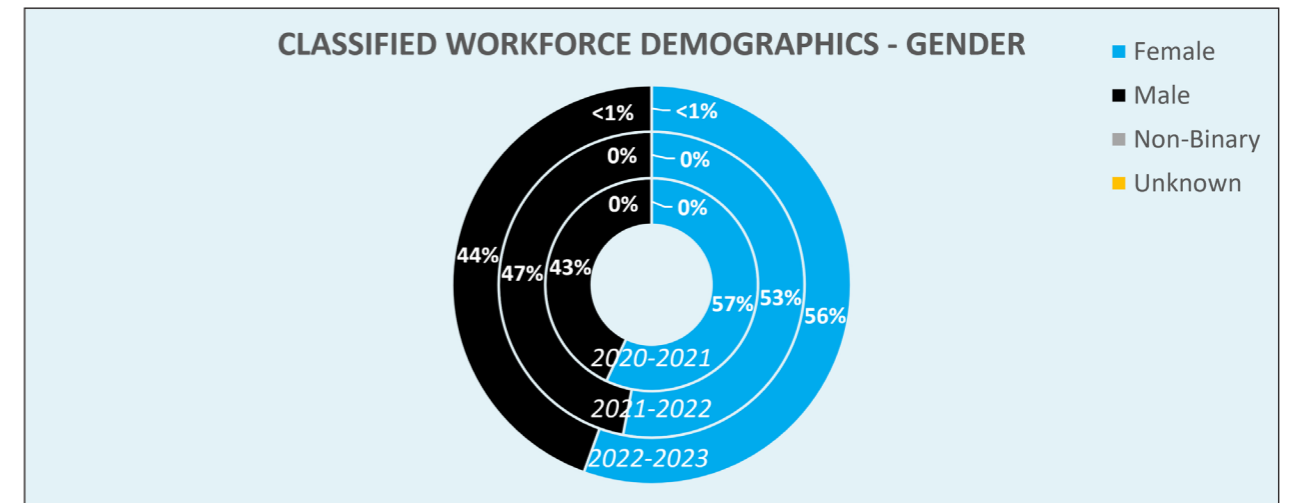
## PROMOTION & TRANSFER DEMOGRAPHICS - GENDER

In 2022-2023, there were sixty-nine (69) promotions and transfers. Out of 69 promotions and transfers, 62% self-identified as female, 38% male, 0% unknown, and 0% as non-binary. Below shows the promotion and transfer demographics by gender.



## CLASSIFIED WORKFORCE DEMOGRAPHICS - GENDER

At the end of the 2022-2023 fiscal year, there were seven hundred and twenty-six (726) employees as part of the classified workforce. Below shows the classified workforce demographics by gender as of June 30, 2023.



# Around the COMMUNITY

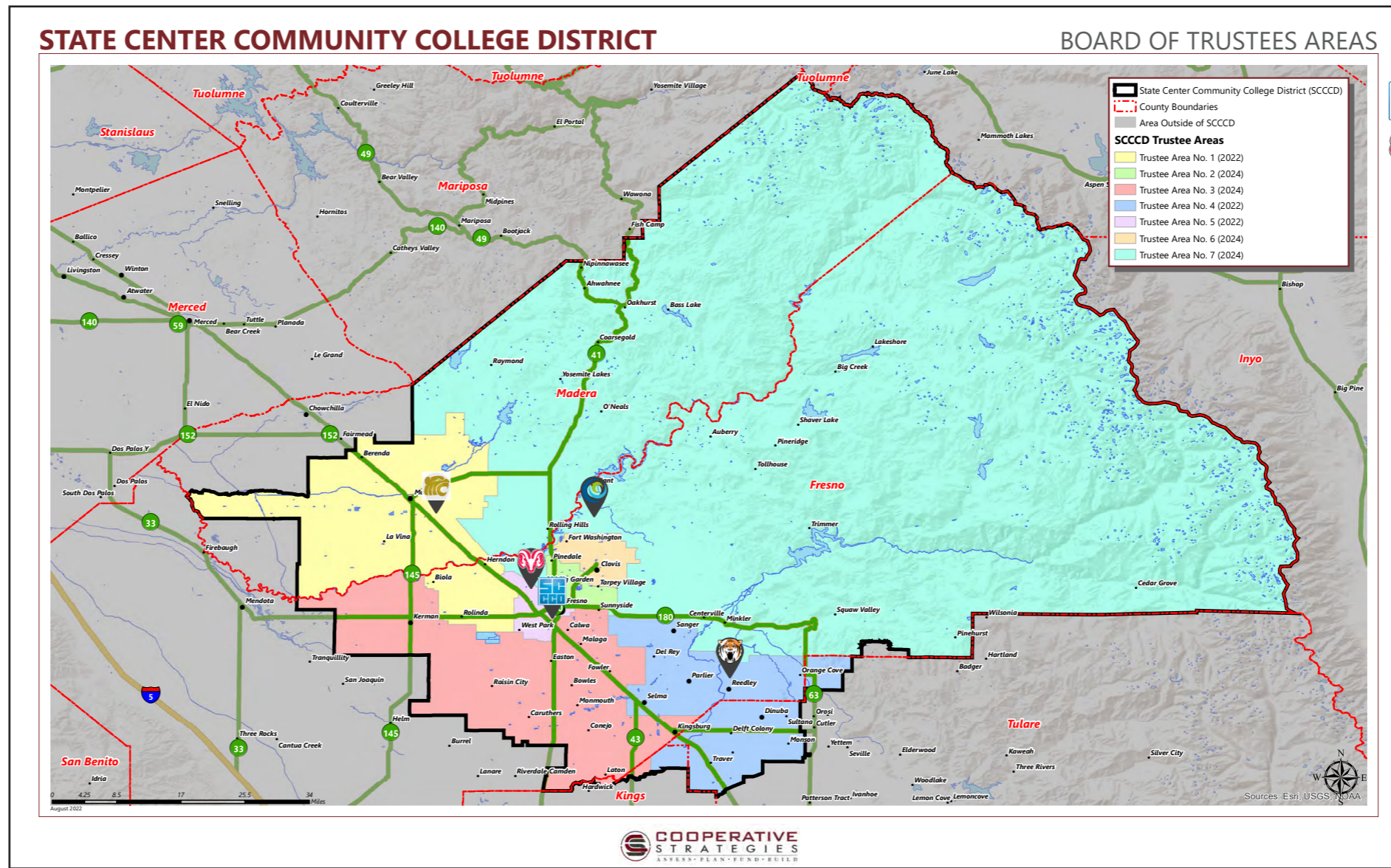
Personnel Commission and Human Resources staff participate in Job Fairs at the campuses within the State Center Community College District and other locations to educate the public on the career opportunities available at SCCC.






Throughout this past year, Personnel Commission staff have been fortunate enough to represent the District at numerous cultural enriching events throughout the Great State of California.

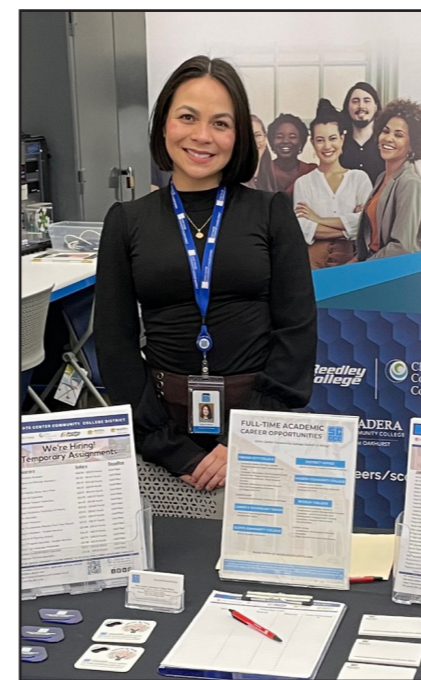
Some of the events include the Asian Pacific Americans in Higher Education (APAHE) conference, the Men of Color Summit, the African American Male Education Network & Development (A2MEND) conference, and the California Community College Organization de Latina/o/x Empowerment, Guidance, and Advocacy for Success (COLEGAS) conference.

It is imperative to the District mission that the Personnel Commission staff participate, engage, and attend events with a variety of organizations to increase cultural competency and understand the challenges that applicants may face.

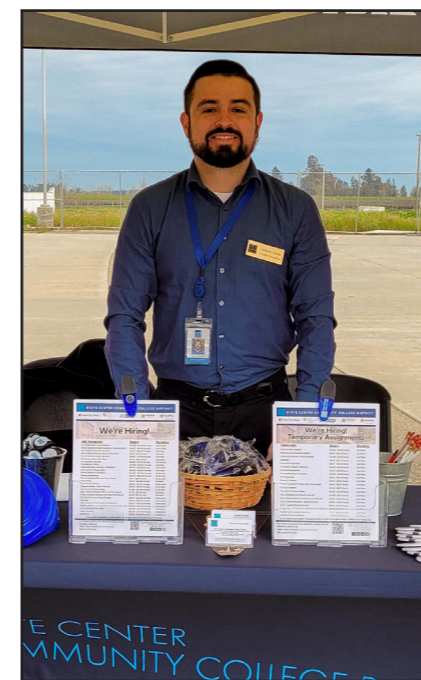
The Personnel Commission's Human Resources Analyst, Jame Yang, and Human Resources Specialists, Anthony Cunha and Anthony Camacho, were able to share some thoughts about their experience (see next 2 pages).



-  District Office
-  Fresno Community College
-  Reedley College
-  Clovis Community College
-  Madera Community College



Above: Jessica Baros



Above: Anthony Cunha



Above: Anthony Camacho



Above: Dolores Huerta, Anthony Cunha



Above: Jame Yang, April Johnson

**Jame Yang, Human Resources Analyst:**

APAHE (Asian Pacific Americans in Higher Education) was founded in 1987 and is dedicated to enhancing the educational opportunities for Asian and Pacific American students and promoting and supporting the hiring, retention and advancement of qualified Asian and Pacific American faculty, staff and administrators, as well as creating a better understanding of issues in the public affecting Asian and Pacific Americans in higher education. The theme for the conference this year was “Amplifying our Voices in Unity and Action” to encourage inclusivity, unity and strength to discuss and speak out about challenges that we are facing and demanding for change. This two-day, sold out, conference was held on April 27th-28th in Oakland, California. This event had over 2,000 attendees, some coming from as far as the Philippines.

APAHE 2023 kicked off with a greeting from Oakland’s mayor, Sheng Thao, who is the first Hmong American mayor in a major city in the United States, and included speakers Curtis Chin, Writer/Producer/Director/Activist and Dr. Kevin Nadal, Professor/Author/Psychologist/Activist. SCCCD’s own Dr. Sarah Maokosy, Coordinator and Sue Vang, Counselor for Reedley College presented on “Strengthening the Presence and Bolstering Visibility of the API (Asian & Pacific Islander) Population at a Hispanic Serving Institution (HSI)”.



Above: Anthony Camacho, Anthony Cunha

**Anthony Cunha, Human Resources Specialist:**

Personnel Commission staff attended the Men of Color Summit at Fresno City College on March 24, 2023. It was held in partnership with Clovis Community College, Madera Community College and Reedley College to bring more than 250+ local high school males of color to the college(s). The summit was full of guest speakers, and had two breakout sessions. Sessions included financial aid, a career in law enforcement, Asian Male life shared experiences, LGBTQ+ programs and services, Men in Education, and several more. The event was created for local high schools and offered an opportunity for college life exposure to the local high school students.

Human Resources Specialist, Anthony Cunha, specifically enjoyed seeing the crowd of young people showing up, asking questions, and being actively engaged throughout the event. Events like this are important because they expose our next generation of leaders to the amazing opportunities offered at the community college level, and attendees were also able to see and hear about the local successes of the Men of Color in our own community. Being a first generation of anything is scary, but it becomes less intimidating when people can still see the footprints of the previous trailblazer. People can only dream as far as they can see, and these events widen that lens for the hopeful and ambitious.



Above: Anthony Camacho, April Johnson, Paola Zamora

**Anthony Camacho, Human Resources Specialist:**

COLEGAS 2022 was a conference to promote higher education in the Latina/o/x community. Attendees had the opportunity to listen to various Latina/o/x leaders share their personal stories of what obstacles they may have endured. Dr. Cesar Cruz shared a quote by Marcus Garvey “A people without the knowledge of their past history, origin, and culture is like a tree without its roots”. Dr. Cruz continued and said If you have the opportunity, learn from your family, ask questions to your parents or grandparents, and see how things were when they were growing up. This conference had great cultural music, a TV writer, and New York Times Best Seller, Rafael Agustin. Attendees were also able to enjoy inspirational and passionate poetry by Angela Aguirre, known on social media as “Millennial Mija”.

Anthony Camacho’s takeaway from this conference is to understand one’s past, take pride in your origins, and have the courage to share your own story, as everyone has a unique story to tell! In the past, being unique was often considered undesirable, leading individuals to conform to the majority under the threat of mistreatment. However, contemporary gatherings such as COLEGAS serve as a reminder that each of us possesses a distinctive value to offer society. The variety of cultures existing within our community makes us unique, elevating the appeal and importance of the community. The Central Valley draws enrichment from the invaluable contributions of the diverse cultures that shape its identity.



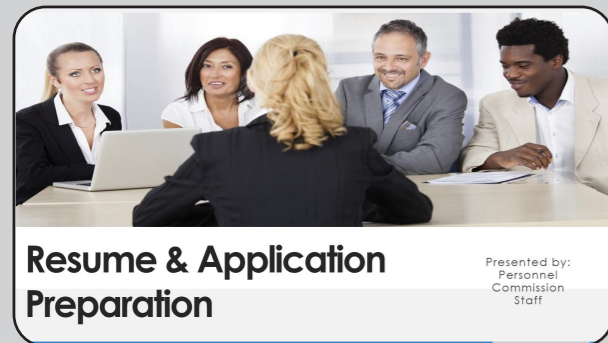
Above: Sareang Nhim, Anthony Cunha

**Anthony Cunha, Human Resources Specialist:**

A2MEND is a summit hosted by the African American Male Education Network & Development (A<sup>2</sup>MEND), a nonprofit organization comprising African American male educators, who voluntarily use their professional expertise to operate a statewide mentoring program for African American male college students. The summit’s designed to bring together African American male college students and educators to encourage and find innovative ideas to increase the success of African American male students in California’s community college system. This year Anthony Cunha, Human Resources Specialist, and Sareang Nhim, Senior Human Resources Technician—Confidential, represented the Personnel Commission and Human Resources departments at the summit.


The goal in mind was to reach an underserved population and share the amazing opportunities that SCCCD has to offer. The summit featured many individuals who had little knowledge about SCCCD. Anthony and Sareang took advantage of the opportunity and were able to share many meaningful conversations with those in attendance. Anthony really enjoyed speaking with the attendees and hearing about their career ambitions. A good portion of the attendees were still working on completing their degrees, and the District representatives did an amazing job explaining the benefits of working at State Center Community College District and to encourage attendees to consider us in the future.

# PERSONNEL COMMISSION WORKSHOPS



### NeoEd Online Hiring Center (OHC)

- Engages hiring department staff and approval groups in the recruitment and selection process from requisition to hire.
- Designed to reduce time-to-hire while keeping hiring departments informed of:
  - Requisition form approval statuses
  - Referred applicants
  - New hire form approval statuses



## ABOUT WORKSHOPS

The Personnel Commission presented various workshops throughout the year to applicants, staff and the public to educate and assist applicants on what to expect when applying with State Center Community College District.

Personnel Commission staff also partnered with the Human Resources department to present workshops on various topics.

**Requests for training are always welcome!**  
Email us at [jobs@sccd.edu](mailto:jobs@sccd.edu)

## PROFESSIONAL MEMBERSHIPS

- California School Personnel Commissioners Association
- Association of Chief Human Resource Officers/Equal Employment Officers
- Central California Society for Human Resource Management
- California Public Employers Labor Relations Association
- Northern California Human Resources Association
- School Personnel Commissioners Association - Northern California
- Western Region Intergovernmental Personnel Assessment Council
- College and University Professional Association for Human Resources

## WORKSHOPS PRESENTED

### Workshops presented by the Personnel Commission:

- Assessment Strategies for Classified Jobs: Enhance Your Performance on Recruitment Examinations
- Interviewing: How to Appear Gifted Despite Being Nervous!
- NEOED Online Hiring Center (OHC)
- Resume & Application Preparation
- The Hiring Manager's Guide to Conducting the Hiring Interview

### Workshops presented by the Personnel Commission with Human Resources:

- Affinity Group Panel
- Bystander Intervention
- SCCCD Hiring Workshop - FCC Asian American Faculty and Staff

## COMMUNITY PARTNERSHIPS

- Fresno Area Hispanic Foundation
- Fresno County Employer Advisory Council
- Fresno County Women's Chamber of Commerce
- Fresno Metro Black Chamber of Commerce
- Central California Hispanic Chamber of Commerce
- The Fresno Center



# Working together



STATE CENTER COMMUNITY COLLEGE DISTRICT



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Website : [www.sccd.edu/departments/personnel-commission/index.html](http://www.sccd.edu/departments/personnel-commission/index.html)