



San Bernardino Community College District
Board Meeting
November 18, 2021
4:00 pm Pacific Time

AGENDA

**Meeting of the Board of Trustees
November 18, 2021 at 4:00 p.m.**

**Location: SBCCD Boardroom
550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408**

Livestream

<https://www.youtube.com/c/SanBernardinoCommunityCollegeDistrict>

- I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. OATH OF OFFICE (Trustee Gonzales)**
- III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 388-6901 as far in advance of the Board meeting as possible.

- IV. APPROVAL OF MINUTES**
 - A. 2021-10-07
 - B. 2021-10-28
- V. CELEBRATIONS**
 - A. Applause Cards
 - B. Employee Anniversary Recognition
- VI. ACTION AGENDA**

- A. Revise Date for the Annual Organizational Meeting
- B. Revised Classified Salary Schedule and Implementation of Classification Study

VII. **CONSENT AGENDA**

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

A. **Instruction/Student Services**

- 1. Curriculum - CHC

B. **Human Resources**

- 1. Amendment to Management and Executive Management Salary Schedule
- 2. Appointment of District Employees
- 3. Employee Promotions
- 4. Adjunct and Substitute Academic Employees
- 5. Non-Instructional Pay
- 6. Payment of Stipends
- 7. Revise Rates of Pay for Professional Expert and Short-Term Hourly Employees

C. **Business & Fiscal Services**

- 1. Contracts at or Above \$96,700
- 2. District and College Expenses
- 3. Individual Memberships
- 4. Sole Source Purchases from Media Management LLC
- 5. Surplus Property and Authorization for Private Sale or Disposal

D. **Facilities**

- 1. Amendments 01 and 02 to the Professional Services Agreement with TSG Enterprises dba The Solis Group of Pasadena, CA
- 2. Approval to Appoint Member to the Citizens Bond Oversight Committee
- 3. Award Bid # 01-2122-01 and Contract to Mida Industries, Inc., of Long Beach, CA
- 4. Award Bid #CC01-3605-01 and Contract to Green Contractor Studio, Inc. of Buena Park, CA
- 5. Award Bid #CC01-3610-01 and Contract to C.I. Services, Inc., of Mission Viejo, CA

6. Award Bid #CC02-3626-14.01 and Contract to Baker Electric, Inc., of Corona, CA
7. Award Bid # 03-2122-01 and Contract to Birdgroup Construction, of Ranch Cucamonga, CA
8. Master Services Agreements and Task Orders for Bond Construction

VIII. REPORTS

- A. Board Committee Reports
- B. Chancellor's Report
- C. Key Performance Indicators
- D. San Bernardino Valley College Academic Senate
- E. San Bernardino Valley College Classified Senate
- F. San Bernardino Valley College Associated Students
- G. Crafton Hills College Academic Senate
- H. Crafton Hills College Classified Senate
- I. Crafton Hills College Associated Students
- J. CSEA
- K. CTA
- L. Police Officers Association
- M. San Bernardino Valley College President
- N. Crafton Hills College President

IX. INFORMATION ITEMS

- A. AB 705 Analysis
- B. Board Master Planning Action Calendar
- C. Budget Report
- D. Contracts Below \$96,700
- E. COVID-19 Vaccinations
- F. General Fund Cash Flow Analysis
- G. MOUs between SBCCD and the CSEA
- H. MOUs Between SBCCD and the CTA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Orders
- K. Quarterly Financial Status Report
- L. Quarterly Investment & Deposit Report
- M. Resignations

- N. Retirements
- O. Summary of Measure CC Construction Change Orders
- P. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Z. Rodriguez and Kristina Hannon –
CSEA, CTA, POA, Management/Supervisors, and Confidential
Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
(1 case)
- C. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2)
(1 case)
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
(1 case)
- E. Conference with Real Property Negotiator
Government Code section 54956.8
Property: Pro-Swap-Meet, San Bernardino, 20.64 Total Acres
Negotiating parties: San Bernardino Community College District
(Proposed Buyer), Real Property Negotiators Jose F. Torres,
Executive Vice Chancellor
Under negotiation: Instruction to Proposed Buyer's Real Property
Negotiators will concern price and terms of payment associated with
the possible purchase of the identified Properties
- F. Public Employee Performance Evaluation
Government Code section 54957(b)(1)
Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XII. CONVENE CLOSED SESSION

XIII. RECONVENE PUBLIC MEETING

XIV. REPORT OF ACTION IN CLOSED SESSION

XV. ADJOURN

The next meeting of the Board:
Annual Organizational Meeting and Business Meeting
December 10, 2021 @ 4pm
SBCCD Boardroom
550 E. Hospitality Ln., Suite 200, San Bernardino

Supplemental Handouts (not part of the agenda)

CHC Report to the Board

EDCT Report to the Board

Talking Points for KVCR

SBVC Report to the Board



OATH OF OFFICE

I, Dr. Nathan Daniel Gonzales, do solemnly affirm that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Meeting Minutes of the Board of Trustees October 7, 2021 4:00 pm Pacific Time

Location: SBCCD Boardroom
550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MEMBERS PRESENT

Dr. Anne L. Viricel, Chair
Dr. Stephanie Houston, Vice Chair
Gloria Macias Harrison, Clerk
John Longville, Trustee
Frank Reyes, Trustee
Joseph Williams, Trustee
Lauren Ashlock, CHC Student Trustee

ABSENT

Elena Sanchez Paez, SBVC Student Trustee

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Kristina Hannon, Vice Chancellor of HR & Police Services
Dr. Scott Thayer, SBVC President
Dr. Kevin Horan, CHC President

ADMINISTRATORS ABSENT

Jose F. Torres, Executive Vice Chancellor

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Viricel called the meeting to order at 4:04pm. Trustee Houston led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Corrina Baber gave a brief CSEA Report.

Dennis Carmichael gave comments on behalf of Noemi Elizalde and Kristen Raisch in opposition to the vaccination resolution.

III. SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER PRESENTATION

Trustee Houston and Captain Christopher Bowden provided a presentation highlighting the background and foundational information on the San Bernardino Regional Emergency Training Center.

IV. APPROVAL OF MINUTES

A. 2021-09-09

B. 2021-09-23

Trustee Longville moved to approve the minutes of 9/9/21 and 9/23/21. Trustee Williams seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Sanchez

ABSTENTIONS: None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

V. CELEBRATIONS/PRESENTATIONS

- A. Applause Cards
- B. Employee Anniversary Recognition

The Board recognized employees who received applause cards and celebrated work anniversaries.

VI. ACTION AGENDA

- A. Building Name Dedication in Honor of Ms. Lois Carson

Trustee Harrison moved to dedicate the San Bernardino Valley College Campus Center Building in honor of Ms. Lois Carson. Trustee Williams seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Sanchez

ABSTENTIONS: None

- B. Public Hearing and Acknowledgement of Initial Proposals to Reopen Negotiations with the SBCCDTA

Chair Viricel opened the public hearing for public comment on the initial proposals to reopen negotiations between SBCCD and the SBCCDTA:

- As proposed by SBCCDTA, Article 10: Wages
- As proposed by SBCCDTA, Article 13: Workload, Section E. Working Remotely
- As proposed by the District, Article 11: Health and Welfare Benefits.

Having conducted the public hearing pursuant to Government Code 3547, and hearing no comments, Trustee Harrison moved to acknowledge the proposals and the parties commence negotiations. Trustee Williams seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Sanchez

ABSTENTIONS: None

- C. Public Hearing in Accordance with Government Code 4217

Trustee Viricel opened the public hearing in accordance with Government Code sections 4217.10 et seq. to adopt a resolution determining that a design-build contract proposed by SunPower Corporation Systems, Inc. corresponds to the following findings:

- The cost of the contract is less than the anticipated energy cost savings from the contract under California government code section 4217.12, per the attached item (in the board book)
- The proposed contract is otherwise in the best interest of the San Bernardino Community College District

Hearing no comments, the hearing was closed.

- D. Resolution #2021-10-07-FPC-01 and Approval of a Design-Build Energy Services Agreement with SunPower Corporation Systems Inc. of Anaheim CA

Trustee Harrison moved to approve Resolution #2021-10-07-FPC-01 and approval of a Design-Build Energy Services Agreement with SunPower Corporation Systems Inc. of Anaheim CA. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Sanchez

ABSTENTIONS: None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VII. CONSENT AGENDA

- A. Instruction/Student Services
 - 1. Alcoholic Beverages at a Campus Event
 - 2. Curriculum - CHC
 - 3. CHC & SBVC Advisory Committees
- B. Human Resources
 - 1. Management & Executive Management Job Descriptions
 - 2. Management Tuition Reimbursement
 - 3. Appointment of Interim Managers
 - 4. Appointment of District Employees
 - 5. Employee Promotions
 - 6. Employee Transfers
 - 7. Adjunct and Substitute Academic Employees
 - 8. Instructional Pay for Make-Up Laboratory Hours Due to COVID-19
 - 9. Non-Instructional Pay
 - 10. **Payment of Stipends – pulled for separate action**
- C. Business & Fiscal Services Business & Fiscal Services
 - 1. Contracts at or Above \$96,700
 - 2. District and College Expenses
 - 3. Individual Memberships
 - 4. Surplus Property and Authorization for Private Sale or Disposal
 - 5. Updated List Ex-Officio Directors of Inland Futures Foundation (IFF) of the SBCCD
- D. Facilities
 - 1. Construction Contracts At or Below \$60,000
 - 2. Master Services Agreements and Task Orders for Bond Construction

Trustee Williams moved to approve the consent agenda with the exception of 7.B.10 Payment of Stipends. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Sanchez

ABSTENTIONS: None

ITEMS PULLED FROM CONSENT AGENDA FOR SEPARATE ACTION

7.B.10 Payment of Stipends

Trustee Houston moved approve the item as amended: The date for Other Stipends should be 10/8/21-12/17/21, not 31. Trustee Harrison seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Sanchez

ABSTENTIONS: None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VIII. REPORTS

- A. Board Committee Reports
- B. Chancellor's Report
 - Chancellor Rodriguez touched on being good neighbors, making college affordable, advocating for our students, SBVC's 95th year gala on 1/22/22, spring 2022 registration starts late October, and student work at KVCR.
- C. Key Performance Indicators
- D. San Bernardino Valley College Academic Senate
 - Davena Burns-Peters gave a brief report.
- E. San Bernardino Valley College Classified Senate
 - John Feist gave a brief report.
- F. San Bernardino Valley College Associated Students
 - Paul Del Rosario gave a brief report.
- G. Crafton Hills College Academic Senate
 - Brandi Bailes and Meridyth McLaren read a resolution.
- H. Crafton Hills College Classified Senate
 - John Feist gave a brief report on behalf of Brandice Mello.
- I. Crafton Hills College Associated Students
 - No report.
- J. CSEA
 - No report.
- K. CTA
 - Meridyth McLaren gave a brief report.
- L. Police Officers Association
 - James Quigley gave a brief report.
- M. San Bernardino Valley College President
 - President Thayer gave a brief report and a written report was provided.
- N. Crafton Hills College President
 - President Horan gave a brief report and a written report was provided.

IX. INFORMATION ITEMS

- A. AB 705 Analysis
- B. Administrative Procedures
- C. Annual Security Report
- D. Board Master Planning Action Calendar
- E. Budget Report
- F. Contracts Below \$96,700
- G. General Fund Cash Flow Analysis
- H. MOUs Between SBCCD and the CTA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Orders
- K. Resignations
- L. Summary of Measure CC Construction Change Orders
- M. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Z. Rodriguez and Kristina Hannon – CSEA, CTA, POA, Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Government Code 54957 (1 case)
- C. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2) (1 case)
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1) (2 cases)
- E. Conference with Real Property Negotiator
Government Code 54956.8
Property: Pro-Swap-Meet, San Bernardino, 20.64 Total Acres
Negotiating parties: San Bernardino Community College District (Proposed Buyer),
Real Property Negotiators Jose F. Torres, Executive Vice Chancellor; Diana Z. Rodriguez, Chancellor
Under negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of
payment associated with the possible purchase of the identified Properties
- F. Public Employee Performance Evaluation, Government Code section 54957(b)(1)
Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments.

XII. CONVENE CLOSED SESSION

Chair Viricel convened closed session at 6:01pm.

XIII. RECONVENE PUBLIC MEETING

Public meeting was reconvened at 7:20pm.

XIV. REPORT OF ACTION IN CLOSED SESSION

- On October 7, 2021, the Board unanimously with six board members present, took action to approve settlement of Workers Comp Claim # 514055 with employee #2502.

XV. ADJOURN

Chair Viricel adjourned the meeting at 7:23pm.

The next meeting of the Board: Strategy Session – Board Candidate Interviews & Provisional Appointment

October 28, 2021 @ 4pm

SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Meeting Minutes of the Board of Trustees October 28, 2021 4:00 pm Pacific Time

Location: SBCCD Boardroom
550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MEMBERS PRESENT

Dr. Anne L. Viricel, Chair
Dr. Stephanie Houston, Vice Chair
Gloria Macias Harrison, Clerk
John Longville, Trustee
Frank Reyes, Trustee
Joseph Williams, Trustee
Lauren Ashlock, CHC Student Trustee

ABSENT

Elena Sanchez Paez, SBVC Student Trustee

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor of HR & Police Services
Dr. Scott Thayer, SBVC President
Dr. Kevin Horan, CHC President

ADMINISTRATORS ABSENT

None

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Viricel called the meeting to order at 4:02pm. Trustee Williams led the pledge of allegiance.

II. CANDIDATE INTERVIEWS

Each candidate was given 30 minutes to respond to six questions. Trustees had further discussion on the two highest ranking candidates (Nathan Daniel Gonzales and Edward Smith Cook Millican) before a roll call vote for the provisional appointment was made.

Candidates:

Richard Arthur Long
Renea Wickman
George P. Carter
Nathan Daniel Gonzales
Joseph G. Paulino
Tracy Wise
Edward Smith Cook Millican

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

There were no public comments.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

IV. ACTION AGENDA

A. Provisional Appointment to Fill Vacancy in Trustee Area 4

Trustee Houston moved to appoint Nathan Daniel Gonzales to serve as the Trustee for SBCCD District Area 4, commencing the next scheduled Board meeting on November 18, 2021 at 4pm, until the next election in November 2022. Trustee Harrison seconded the motion.

AYES: Viricel, Houston, Harrison, Williams, Ashlock

NOES: Longville, Reyes

ABSENT: Sanchez

ABSTENTIONS: None

V. ADJOURN

Chair Viricel adjourned the meeting at 8:45pm.

The next meeting of the Board: Business Meeting

November 18, 2021 @ 4pm

SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: November 18, 2021

SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

Recipients receive a certificate and the individual with the most applause cards awarded at SBVC, CHC, and District are recognized and presented with an award.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

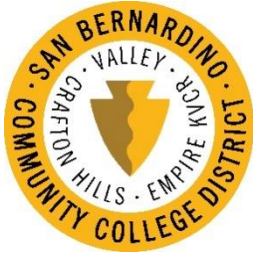
There are no financial implications associated with this Board item.



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Artour	Aslanian	Research Department	Thank you SO much for your constant support, Artour! I'm grateful for all of your time, expertise, and guidance!! Because of you I have learned so much and I look forward to continuing to learn from someone as talented as you. You're very much appreciated!	Diana Vaichis
Crafton Hills College	David	Aten	EMS	Thanks for your willingness to assist with the orientation of a new faculty member. Your assistance made the process easier and much more informative. Thanks for being exceptional Team Players.	Dan Word



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	John	Grounds	EMS	Thanks for your willingness to assist with the orientation of a new faculty member. Your assistance made the process easier and much more informative. Thanks for being exceptional Team Players.	Dan Word
Crafton Hills College	Richard	Lopez	Maintenance & Operations	Thank you so much for your help with the event on Sunday. You always go above and beyond to help with all aspects of Foundation events - including making sure everyone feels welcome. I appreciate everything you do for Crafton and our students!	Carrie Audet



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Richard	Lopez	Custodial	Richard always goes above and beyond to help. Thank you for your help with the President's Circle theatre event and for washing the cart. Richard is THE BEST! We are so lucky to have you on our team.	Michelle Riggs
Crafton Hills College	Belinda	Navarrete	Admissions and Records	Belinda goes beyond any expectations to help students.	Maria Davila
Crafton Hills College	Joshua	Orozco	Facilities	In just one day at the LRC, Joshua has made the place sparkle like new. Plus, he was so friendly and helpful. What a great addition the CHC family.	The Tutoring Center Staff and Faculty
Crafton Hills College	Ali	Raventos	Admissions and Records	She is amazing! Always willing to help students any way she can.	Maria Davila



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Nick	Reichert	Tutoring Center	Nick has done a lot of great things around here, but he deserves some extra applause for his commitment to finding a way to provide snacks and food items for students and tutors facing food insecurity.	The Tutoring Center Staff and Students
Crafton Hills College	Ernesto	Rivera	Counseling	Ernesto Rivera has helped me on a number of occasions, and is always extremely knowledgeable, polite, and helpful. I was never officially assigned an advisor, and after meeting once with Mr. Rivera, I always request him whenever I need help from an advisor.	Anonymous Student



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Daniel	Rojas	Respiratory	Thanks for your willingness to assist with the orientation of a new faculty member. Your assistance made the process easier and much more informative. Thanks for being exceptional Team Players.	Dan Word
Crafton Hills College	Floyd	Simpson	Admissions and Records	Floyd is the "Go to guy". He knows his stuff! Always more than willing to help.	Maria Davila
Crafton Hills College	Giovanni	Sosa	Research Department	Thank you for your unwavering support, Gio! I truly appreciate you taking the time to help me continue to learn and grow in my role on many occasions. I'm so grateful to work with a manager who helps me feel heard and valued. Thank you for your leadership, you're very much appreciated!	Diana Vaichis



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Cyndie	St. Jean	President's Office	THANK-YOU for all you do, your professionalism and working as a team to assure we are submitting certain type of board item submissions on the same months for both sites. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
Crafton Hills College	Ruby	Zuniga	Research Department	Thank you for all your support, Ruby! I truly appreciate all of your hard work. I'm grateful to work with someone as helpful, knowledgeable, and thoughtful as you! You're very much appreciated!	Diana Vaichis
DSO	Jason	Brady	Computing Services	Thank you for all your help in updating the STEM page	Omar Castro



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Brooke	Brooke Quinones	Human Resources	THANK-YOU for all you do for all the staff throughout the year for our campus site for your area regarding questions, processes, clarification, and submissions of board items submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Heather	Ford	Chancellor's Office	THANK-YOU for all you do for all the staff throughout the year for our campus site for your area regarding questions, processes, clarification, and submissions of board items submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
DSO	Heather	Ford	Office of the Chancellor	Thank you for stepping in when I needed you most. Your assistance is invaluable and I appreciate you. Thank you!	Stacey Nikac



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Kelly	Goodrich	Executive Vice Chancellor's Office	THANK-YOU for all you do for all the staff throughout the year for our campus site for your area regarding questions, processes, clarification, and submissions of board items submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Stacy	Holloway	Human Resources	THANK-YOU for all you do for all staff throughout the year for our campus site regarding Human Resources questions, processes, submissions of board items submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
DSO	Juan	Nevares	Technology Services	Juan has been a great addition to the Tech Services department. Many times, I have called on him for assistance and he is professional and patient. Thank you, Juan!	Corrina Baber



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Stacey	Nikac	Chancellor's Office	THANK-YOU for all you do for all the staff throughout the year for our campus site for your area regarding questions, processes, clarification, and submissions of board item submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
DSO	Stacey	Nikac	Chancellor's Office	You are amazing at keeping everything flowing. Quick to respond, have solutions, diplomatic and a great sense of humor!! You are very much appreciated! THANKS	Cyndie St. Jean



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Brandy	Perez	Human Resources	THANK-YOU for all you do for all staff throughout the year for our campus site regarding Human Resources questions, processes, submissions of board items submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
DSO	James	Quigley	SBCCD Police Department	Continued proactive community policing efforts at Crafton Hills College.	Kristina L. Hannon
DSO	Steve	Sutorus	Business Services	Steve, thank you so much for your availability and invaluable feedback and support for Measure CC.	Erika Menge



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
DSO	Maria	Torres	Human Resources	THANK-YOU for all you do for all staff throughout the year for are campus site regarding Human Resources questions, processes, submissions of board item submissions for board approval, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
San Bernardino Valley College	Lupita	Aguilar	VP of Instruction Office	THANK-YOU for all you do! For your quick response to last minute board item submission and working as a team to assure items get submitted to district in a timely manner to add to existing board items. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	SBVC	ALL SECRETARIES GROUP	Various offices on the SBVC site	THANK-YOU for all you do for students, staff, faculty, and administrators throughout the year for your areas on campus, but mostly for being there for our students so they can be successful. Each of you are appreciated and go above and beyond in all you do. You're STARS!	Debby Gallagher
San Bernardino Valley College	Jason	Alvarez	Admissions & Records	Thank-you for doing the training information session at the All-Secretaries meeting on 9/17/21 on the Student Services Program: Veteran's Center. We appreciate all you do!	Debby Gallagher
San Bernardino Valley College	Keynasia	Buffong	Transfer and Career Services	Great at multi-tasking while working with students; showing patient, kindness and understanding.	Mrs. Sherrell Marshall



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	SBVC	Campus Technology Services Staff and Manager	Campus Technology Services (CTS)	THANK-YOU for all each of you do for students, staff, etc. throughout the year in providing excellent technology support services. When staff have computer issues, you promptly resolve the issues for us. Each of you are appreciated and go above and beyond in all you do. You're all STARS!	Debby Gallagher
San Bernardino Valley College	Omar	Castro	Academic Success	Thank you for your excellent service and dedication to the STEM Program	Daniele Smith-Morton
San Bernardino Valley College	Christie	Gabriel	Research, Planning & Institutional Effectiveness	Thank you for sharing data on our Pacific Islander students with the Asian Pacific Islander Association! You do amazing work!	Bethany Tasaka



Applause Cards

Submitted for Information November 18, 2021

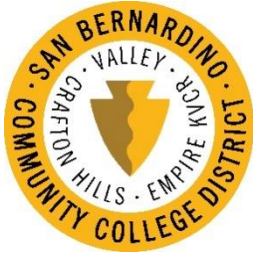
SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Debby	Gallagher	President's Office	You have an incredible work ethic, attention to detail and a wonderful memory. Your dedication goes above and beyond every day and you are greatly appreciated. You have helped me in so many ways!! THANKS!!	Cyndie St. Jean
San Bernardino Valley College	Kevin	Grishow	Maintenance and Grounds	THANK-YOU for all you do! For your assistance in getting resolved the key number issue for our office on key requested. You are appreciated and went above and beyond regarding this issue. You're a STAR!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Suzan	Hall	VP Student Services Office	THANK-YOU for all you do! For your assistance in transitioning the new Interim VPSS and Interim President moves to their new offices on site, calendars, etc. and working as a team to assure all in place for them both. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
San Bernardino Valley College	Rania	Hamdy	Professional Development	Thank-you for doing the Professional Development Talks in the beginning of the quarterly All-Secretaries meeting each year. We appreciate all you do! You're a STAR!	Debby Gallagher
San Bernardino Valley College	Heather	Johnson	First Year Experience	Always working hard for the good of our students and department.	Andrea & Jamie, Co-Chairs of Counseling



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Patty	Jones	Counseling	For your proactiveness in making sure are students are prepared before registration starts.	Andrea & Jamie, co-chairs of Counseling
San Bernardino Valley College	Gloria	Kracher	Custodial	THANK-YOU for all you do! For your caring attitude with all staff and students. Working each day to assure are offices are cleaned, we have PPE supplies in the offices, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
San Bernardino Valley College	Mary	Lawler	Kinesiology	THANK-YOU for all you do for are students. Obtaining masks to give to students that do not have one to keep them safe while on are campus. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Marie	Maghuyop	Student Life Office	Thank-you for doing the training information session at the All-Secretaries meeting on 9/17/21 on the Student Services Hunger Free/Food Pantry Program. We appreciate all you do!	Debby Gallagher
San Bernardino Valley College	Maria	Notarangelo	Library	Thank you for visiting my classes and sharing the joys of the library with my students!	Bethany Tasaka
San Bernardino Valley College	Raina	Okray	President's Office	THANK-YOU for all you do! For your caring attitude with all staff and students and working as a team to assure we provide students with excellent services as they phone or come into our office. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Karol	Pasillas	VP Administrative Assistance Office	THANK-YOU for all you do for all the staff throughout the year for are campus for your area regarding questions, processes, clarification for offices budgets, etc. You are appreciated and go above and beyond in all you do. You're a STAR!	Debby Gallagher
San Bernardino Valley College	Dena	Peters	Research, Planning and Institutional Effectiveness	Thank-you for doing the training sessions at the All-Secretaries meeting on 9/17/21 on RPIE/Professional Development Committee: PD Agenda item, Conference request funding, how to submit a research request, and how to complete EMP data sheet templates. We appreciate all you do!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Carmen	Rodriguez	Student Equity and Success	Thank-you for doing the training information session at the All-Secretaries meeting on 9/17/21 on the Student Services DREAMers Program. We appreciate all you do!	Debby Gallagher
San Bernardino Valley College	Daniele	Smith-Morton	STEM Program	Thank you for all your help in facilitating workshops this month.	Omar Castro
San Bernardino Valley College	Abena	Weber	STEM Program	Thank you for all your help in facilitating workshops this month.	Omar Castro
San Bernardino Valley College	Dana	Williams-Hoffmann	Administrative Services Office	THANK-YOU for all you do for all the staff throughout the year for are campus in processing all the facilities use requests for events, workshops, meetings, etc. for the campus. You are appreciated!	Debby Gallagher



Applause Cards

Submitted for Information November 18, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Nathan	Yearyean	CTS-SBVC	Writing clear and diplomatic response to school dude help desk tickets, greatly appreciated!	Rosita L. Moncada

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: November 18, 2021
SUBJECT: Employee Anniversary Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board would like to recognize the following staff for their anniversary with San Bernardino Community College District. The organization depends on the dedication of each employee to their job and the quality work they do. Congratulations to those with an anniversary date during this month.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Years of Service Recognition

Presented for Information November 18, 2021

[v.10.28.2021.p.1|2]

Employee Name	Assignment	40+ Years of Service
Loera, Manuel	Professor, Automotive	41

Employee Name	Assignment	16-20 Years Of Service
Hector, Leticia	Division Dean	20
Word, Daniel	Division Dean	20
Kracher, Gloria	Custodian	19
Simpson, Floyd	Admissions & Records Coordinator	18
Gutierrez, Albert	Custodian	17
Okroy, Raina	Secretary II	16

Employee Name	Assignment	11-15 Years Of Service
Bojorquez, Ana	Alternate Media and Assistive Technology Specialist	13
Trejo, Samuel	Director, Financial Aid	13
Williams, Sophia	Child Development Assistant	11

Employee Name	Assignment	6-10 Years Of Service
St Jean, Cynthia	Executive Administrative Assistant, President Office	8
Carter, Yancie	Matriculation Coordinator, SBVC	6



Years of Service Recognition

Presented for Information November 18, 2021

[v.10.28.2021.p.2]2]

Employee Name	Assignment	1-5 Years Of Service
Acosta, Priscilla	Child Development Assistant	5
Huizar, Lena	Child Development Assistant	5
Pinedo, Vanessa	Custodian	5
Ramirez Jazmin, Lucia	Child Development Assistant	5
Rojas, George	Secretary II	5
Sierra, Jamie	Senior Student Services Technician	5
Taylor, Alyssa	Secretary I	5
Aguilar, Lupita	Schedule Catalog Data Specialist	3
Hanna, Samuel	Grounds Caretaker	3
Hightower, Vern	Custodian	3
Jones, Edward	Tool Room Specialist	2
Larivee, Elizabeth	Counselor	2
Nevares, Juan	Technology Support Specialist	2
Notarangelo, Maria	Librarian	2
Quinones, Brooke	Executive Assistant to the Chief Human Resources Officer	2
Bulgarelli, Nancy	Administrative Secretary	1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: November 18, 2021

SUBJECT: Approval to Revise Date for the Annual Organizational Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised date for the Annual Organizational Meeting to Friday, December 10, 2021 at 4:00pm.

OVERVIEW

The SBCCD Board of Trustees holds their Annual Organizational Meeting in December pursuant to Education Code. The purpose of the meeting is to elect, from its members, the Board Chair, Vice Chair, Clerk, and voting representative and alternate to the County Committee on School District Organization.

The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected.

The governing board of each community college district shall select one of its members to serve as its voting representative/elector at the annual meeting of school and community college district representatives (E.C. 4005). Each representative shall have one vote for each vacant position to be filled at the election of members to the County Committee on School District Organization (E.C. 3523 and 72403).

ANALYSIS

On June 10, 2021 the Board approved its meeting calendar, which included the Annual Organizational Meeting. The date that was approved did not meet the requirement in Education Code 35143. The corrected date must be approved and notification shall be sent to the county superintendent of schools.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor of Human Resources and Police Services

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Revised Classified Salary Schedule and Implementation of Classification Study Findings

RECOMMENDATION

It is recommended that the Board of Trustees approve:

1. Implementation of 2021 Classification Study and Implementation Plan findings as indicated on the attached MOU and report, inclusive of new and revised job descriptions and resulting changes for position incumbents.
2. A revised Classified Salary Schedule, effective date to be determined. Schedule reflects the changes from the classification study findings, including the elimination of the Child Development Salary Schedule and consolidation of the Child Development job titles into the Classified Salary Schedule.

OVERVIEW

SBCCD conducted a comprehensive, districtwide classification study for all its employee groups. The study included input from employees, research of comparable industry and local norms, and collaboration between Human Resources and district managers.

ANALYSIS

In accordance with BP 7130, the salary schedule shall be established and adjusted by the board of Trustees. The findings of the study related to classified employees are addressed by this board item. Those adjustments were made to the entire range, by moving positions to the appropriate spot, and job description revisions to ensure duties and scope were aligned with pay. The personnel effects include current employees and retirees retroactive to August 2017. The positions listed on the Classified Child Development salary schedule were evaluated and moved to the appropriate Classified salary schedule, creating one schedule moving forward.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial impact of these changes has been included in the appropriate 2021-2022 budgets.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 2, 2021

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

On October 4, 2018, The Association and the District agreed to conduct a Classification Study to review current job descriptions, and where necessary, bring the scope, duties and range to current standards while achieving median range. The Parties agreed to mutually select a third-party that completed the initial review of job classifications.

The Parties, through an ad hoc committee developed a data collection process for all classifications and reviewed all deliverables from the third-party agency. The attached job descriptions have been updated to include current competencies, scope of work, supervision statements, and salaries adjusted to median. All effects of the scope of work that allowed an adjustment in salary are retroactive to August 1, 2017.

Personnel Effects

The attached personnel effects capture the increase/change in the scope of work and retroactively applies it to current employees and retirees who were impacted. Those who opted to reclassify during the completion of this study and those who had personnel actions (Promotion/Change in Assignment) are subject to retroactive application to the date of their personnel action (if applicable). All personnel effects will be implemented within six (6) months from the date of notice to the District of the CSEA 610 process approval.

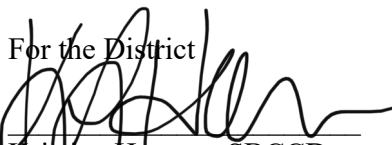
Salary Schedule

The attached salary schedule shows the updated ranges and incorporates classifications that were previously on a separate schedule.


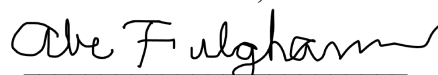

The next classification study will begin no later than January 8, 2024 and will be in accordance with Article 16: Personnel of the collective bargaining agreement.

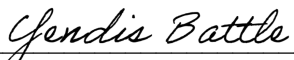
This agreement is subject to all approvals required by the CSEA 610 policy and the District and is subject to the grievance procedures outlined in the collective bargaining agreement.

For the District



 Kristina Hannon, SBCCD
 Vice Chancellor, Human Resources &
 Police Services

For CSEA

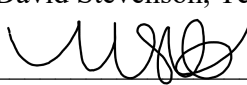

 Cassandra Thomas, President CSEA #291

 Abe Fulgham III, Team Member

 Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



CLASSIFICATION STUDY & IMPLEMENTATION PLAN

2021

Table of Contents

ADMINISTRATIVE/CLERICAL SUPPORT.....	6
Core Competencies: Administrative/Clerical Support	Error! Bookmark not defined.
Administrative Assistant I	6
Administrative Assistant II	13
Administrative Coordinator	20
Administrative Curriculum Coordinator	24
Administrative Secretary	30
Clean Energy Workforce Training Assistant.....	37
Clerical Assistant I/II.....	40
Development Associate, KVCR FM.....	45
Development Coordinator	50
Grant Clerical Assistant.....	55
Green Workforce Data Technician.....	57
Logistics Grant Coordinator	59
Marketing Coordinator	62
Program Coordinator, Professional Development Center.....	67
Program Manager, KVCR.....	70
Project Analyst	75
Schedule/Catalog Data Specialist.....	80
Secretary I/II.....	85
Sports Information Specialist.....	91
Switchboard Operator	96
Workforce Grant Assistant.....	98
BUSINESS/FISCAL SERVICES	103
Core Competencies: Business/Fiscal Services.....	Error! Bookmark not defined.
Account Clerk I	103
Account Clerk II	105
Accountant.....	111
Budget Analyst	116
Contracts and Liabilities Specialist.....	122
Environmental Health and Safety Specialist.....	127
Payroll Accountant.....	131

Payroll Assistant.....	136
Purchasing Agent	140
Purchasing Technician.....	144
Senior Accountant.....	149
Senior Payroll Accountant.....	154
CHILD DEVELOPMENT	161
Core Competencies: Child Development.....	Error! Bookmark not defined.
Child Development Assistant	161
Child Development Center Food Services Specialist.....	165
Child Development Teacher.....	170
Senior Child Development Teacher	175
INSTRUCTIONAL SUPPORT	182
Core Competencies: Instructional Support.....	Error! Bookmark not defined.
Aquatic Center Pool Attendant.....	182
Athletic Trainer	186
Instructional Assessment Technician.....	190
Laboratory Assistant II – Multimedia.....	193
Laboratory Technician – Aeronautics	196
Laboratory Technician – Anatomy & Physiology	201
Laboratory Technician – Art.....	206
Laboratory Technician – Biology.....	210
Laboratory Technician – Chemistry	215
Laboratory Technician – Computer Information Technology.....	220
Laboratory Technician – Culinary Arts	224
Laboratory Technician – Electricity/Electronics.....	229
Laboratory Technician Emergency Medical Services (EMS)	233
Laboratory Technician – Environmental Science	238
Laboratory Technician – Microbiology	243
Laboratory Technician – Physics	248
Library Media Clerk.....	252
Library Technical Assistant I.....	256
Library Technical Assistant II	260
Learning Resources Assistant.....	265

Physical Education and Athletic Equipment Specialist	267
Planetarium Production & Presentation Coordinator	272
Senior Theatre Arts Technical Support Specialist	276
Teaching Assistant	280
Technical Assistant.....	282
Tool Room Specialist.....	285
Tutorial Coordinator	288
MAINTENANCE AND OPERATIONS/ADMINISTRATIVE SERVICES.....	294
Core Competencies: Maintenance and Operations/Administrative Services	Error! Bookmark not defined.
Assistant Bookstore Manager	294
Book Buyer.....	298
Bookstore Assistant I.....	303
Bookstore Assistant II.....	305
Bookstore Customer Service Assistant	310
College Security Officer.....	314
Custodian	319
Custodian/Courier.....	323
Dispatch Clerk (Police Dispatcher)	328
Evidence and Records Technician.....	332
Food Service Specialist.....	336
Food Service Worker.....	341
Golf Course & Tennis Court Attendant	345
Graphics Specialist	347
Grounds Caretaker	351
HVAC/R Technician	355
Lead Custodian.....	361
Lead Grounds Caretaker	365
Lead Maintenance Technician	371
Mail Clerk	377
Maintenance Worker	381
Maintenance Technician.....	385
Printer/Reproduction Operator	392

Printing Operations Specialist.....	395
Producer, Radio.....	400
Producer/Director – Television.....	405
Storekeeper I.....	409
Storekeeper II.....	411
Telecommunications Technician.....	414
Traffic Coordinator, Television.....	418
Warehouse Operations Worker.....	423
Warehouse Technician.....	425
STUDENT SERVICES	431
Core Competencies: Student Services	Error! Bookmark not defined.
Admissions and Records Coordinator.....	431
Admissions and Records Evaluator.....	436
Admissions and Records Lead Evaluator	441
Admissions and Records Specialist	446
Admissions and Records Technician	452
Alternative Media and Assistive Technology Specialist.....	457
Coordinator of Outreach and Relations with Schools	462
Coordinator, Student Success Services and Programs (SSSP).....	467
EOP&S Coordinator.....	472
Financial Aid Coordinator	477
Financial Aid Outreach Coordinator	484
Financial Aid Specialist I.....	486
Financial Aid Specialist II	491
Interpreting Services Specialist.....	496
Job Developer	501
Job Placement/Career Guidance Specialist	506
Outreach & Recruitment Technician	508
Senior Student Services Technician	510
Student Activities and Campus Center Specialist	518
Student Services Technician I	523
Student Services Technician II	528
Veterans Services Coordinator	535

TECHNOLOGY AND RESEARCH SERVICES	541
Core Competencies: Technology and Research Services.....	Error! Bookmark not defined.
Computer Technician	541
Data Analyst	544
Database Administrator	550
Distance Education System Administrator	553
Distributed Education System Administrator	557
Edustream Web Applications Developer	559
Instructional Technology Specialist	561
Multimedia Specialist.....	566
Programmer	569
Programmer/Analyst.....	571
Research Analyst.....	573
Research Assistant	578
Research Data Specialist	580
Senior Multimedia Specialist	585
Senior Programmer/Analyst	588
Senior Research & Planning Analyst	593
Senior Technology Support Specialist.....	598
Senior Web Developer	604
Systems Analyst	608
Technologies Coordinator.....	613
Technology Support Specialist I/II.....	615
Telecommunications Specialist.....	621
User Liaison	625
Web Developer	630

ADMINISTRATIVE/CLERICAL SUPPORT

Administrative Assistant I

ADMINISTRATIVE ASSISTANT III

RANGE 41

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction, performs~~ Performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of an assigned ~~Vice President's Office Division or District-wide program; processes administrative details not requiring the immediate attention of the executive staff member including the coordination of functions, communication of policy, the preparation of reports, and other administrative tasks.~~

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant III classification ~~includes positions that provide responsible administrative support to a Vice President level including Vice President of Administrative Services, Instruction, or Student Services. Incumbents report to and support~~ is distinguished from the Administrative Assistant II classification in that it supports an executive administrator with a broad level of responsibility with substantial District-wide impact. The duties involve a wide variety of diverse, complex, ~~and sensitive/~~ and confidential administrative and secretarial tasks, requiring ~~a substantial amount of~~ tact, ~~and independent judgment, and initiative.~~ Incumbents are required to be self-directed and to relieve the executive administrator of routine administrative duties ~~and provide work direction and guidance to clerical personnel assigned to the area.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~Serves as administrative assistant to an assigned Vice President;~~ Participates and assists in the administration of a ~~College Vice President's Office Division or District-wide program, relieving the executive of a variety of technical and administrative duties;~~ serves frequently as a liaison between the executive administrator and the public, students, staff, and other campus officials; ~~promotes and maintain positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.~~
- Assists assigned executive administrator in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or ~~program~~ Division area.
- Plans and organizes executive office support functions; ~~coordinates,~~ oversees, ~~and evaluates, and~~

~~coordinates~~ the flow of office work and ~~assures ensures~~ that work is performed in a timely and accurate manner; recommends improvements in workflow, procedures, and use of equipment and forms.

4. Reviews, updates, and informs the assigned ~~Vice President administrator~~ and others of essential timelines; discusses and reviews calendar of events on a regular basis with the ~~Vice President administrator~~ to assure timely coordination of office activities and status of assigned projects; ~~develops schedules related to division/department activities and services.~~
5. Assists the ~~executive administrator~~ in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized ~~computer formats templates~~ for division reports and publications; establishes new and revised office procedures as appropriate.
6. ~~Utilizes electronic technology to correspond with others and to~~ Develops and maintains assigned calendars, schedules, and appointments; ~~coordinates and arranges~~ initiates and establishes meetings; ~~coordinates activities~~ collaborates with other divisions and departments on activities and services; ~~makes travel arrangements for department staff; processes conference reimbursement and other requests.~~
7. ~~Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy.~~
8. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, and provides recommendations, ~~and alternatives as requested~~; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
9. ~~Coordinates and~~ Oversees ~~specialized functions or~~ projects independently as assigned; ~~assures ensures~~ that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
10. ~~Screens office and telephone callers;~~ Responds to sensitive questions, complaints, and requests for information ~~from administrative, management, academic, and/or classified staff and the general public~~; communicates information in person, via email, or by telephone where independent judgment, knowledge, and interpretation of policies and procedures are necessary.
11. Serves as liaison for the assigned administrator, ~~Vice President and the Chancellor, Vice Chancellors, College President and other Vice Presidents, administrative and management staff, academic and classified staff, students, representatives of community agencies staff, and the general public~~ by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
12. ~~Assures that~~ Oversees the preparation of Board agenda items and supporting documents ~~are developed, prepared, received, and~~ ensures Board agenda items are forwarded within District timelines and legal requirements and guidelines; ~~makes necessary notifications regarding board action as necessary; assures the executive receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested~~ researches and resolves discrepancies as necessary.

13. ~~Assists the Vice President~~ Collaborates with the administrator in the preparation and administration of program budget(s); ~~assists in preparing~~ cost estimates for budget recommendations; ~~assists in submitting~~ justifications for budget items; ~~allocates, and allocation of funds to proper budget codes;~~ processes, monitors, and tracks expenditures ~~in a timely manner~~; provides ~~regular~~ budget reports, ~~to executive for control of expenditures;~~ ~~assists in resolving~~ resolves budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; ~~and~~ recommends budget revisions; ~~assists with travel approvals and reimbursements for department staff.~~
14. Recommends expenditures for ~~office~~ equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; ~~assures proper functioning of office equipment~~ schedules maintenance and repairs as needed; posts, monitors, and tracks invoices and other expenditures.
15. Provides ~~staff~~ support to ~~assigned administrator for~~ standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
16. ~~Takes and transcribes dictation~~ Prepares and maintains a variety of sensitive/ and confidential materials, ~~transcriptions;~~ ~~prepares a variety of~~ correspondence, memoranda, reports, proposals, and other materials; ~~composes and edits correspondence;~~ ~~records and prepares minutes from a variety of meetings;~~ ~~distributes materials as appropriate.~~
17. ~~Composes correspondence independently;~~ ~~prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for executive's approval.~~
18. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; ~~maintains~~ assists in creating manuals and ~~updated~~ resource materials.
19. ~~Processes~~ information related to faculty and staff hiring and payroll processes for assigned area; ~~prepares and/or completes forms, monitors signature process, and tracks approvals for hiring personnel.~~
20. Receives and distributes mail and identifies and refers matters to the ~~executive administrator~~ in order of priority.
21. ~~Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.~~
22. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~District organization, operations, policies, and objections.~~

~~Operational characteristics, services, and activities of the functions, programs, and operations of the assigned Vice President's Office.~~

~~Work organization and office management principles and practices.~~

~~Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.~~

~~Instructional process and college environment.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Processes, procedures, and practices of budget preparation and administration.~~

~~Principles, practices, and procedures of business letter writing.~~

~~Principles and procedures used in complex, inter-related record keeping.~~

~~Principles and practices used to establish and maintain files and information retrieval systems.~~

~~Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.~~

~~Statistical procedures and mathematical concepts.~~

~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Perform difficult and complex administrative and secretarial work to effectively relieve the assigned executive staff member of routine administrative detail.~~

~~Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.~~

~~Oversee and participate in the management of the administrative functions and operations of the assigned office.~~

~~Understand the organization and operation of the assigned Vice President's Offices as necessary to assume assigned responsibilities.~~

~~Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.~~

~~Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.~~

~~Effectively handle and resolve difficult and sensitive situations.~~

~~Develop office procedures.~~

~~Establish, review, and revise office work priorities.~~

~~Plan, organize, and delegate work to meet schedules and deadlines.~~

~~Train, lead, and provide work direction and guidance to area staff.~~

~~Select, train, evaluate and provide work direction to student workers.~~

~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~

~~Research, compile, assemble, analyze, and interpret data from diverse sources.~~

~~Prepare a variety of clear and concise administrative and financial reports.~~

~~Independently compose and prepare correspondence and memoranda.~~

~~Maintain confidential, complex, and interrelated files and records.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Type at a rate of speed necessary for successful job performance.~~

~~Take and transcribe dictation at a rate of speed necessary for successful job performance.~~
~~Use sound judgment in recognizing scope of authority.~~
~~Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.~~
~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~
~~Participate in the preparation and administration of assigned budgets.~~
~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~
~~Make arithmetic calculations quickly and accurately.~~
~~Work confidentially with discretion.~~
~~Understand and follow oral and written directions.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Work independently with very little or no direction.~~
~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~An Associate's degree or the equivalent in a related field including specialized training in business, secretarial science, office automation, or a related field. Equivalent to the completion of high school and thirty (30) semester units of college level coursework.~~

Experience:

Five (5) years of increasingly responsible secretarial experience involving a high level of public contact, ~~use of computer and office applications,~~ and providing secretarial support to executive and management staff, ~~preferably in an administrative office in an educational environment.~~

Desired Education/Experience

Experience in an administrative office in an educational environment.

Equivalency Provision

In the absence of thirty (30) semester units of college level coursework, equivalent to the completion of high school and six (6) years of increasingly responsible secretarial experience involving a high level of public contact and providing secretarial support to executive and management staff is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Administrative Assistant II

ADMINISTRATIVE ~~ASSISTANT II~~ COORDINATOR

Range: ~~50~~ 45

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction,~~ Performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the ~~appropriate administrator assigned executive administrator (e.g. Vice Chancellor, Associate Vice Chancellor, Executive Director, Chief of Police, and Vice President).~~ Provides oversight and coordinates assignments for assigned staff; ~~processes administrative details not requiring the immediate attention of the executive staff member including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.~~

~~The Administrative Assistant II classification includes a position that provides responsible administrative support to an appropriate administrator (e.g. Vice Chancellor, Associate Vice Chancellor, Executive Director, Chief of Police, and Vice President). Incumbents report to and support an executive with a broad level of responsibility for major, complex programs and functions with substantial District-wide impact. The duties involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. Incumbents are required to be self-directed and to relieve the senior level executive of various administrative duties and provide work direction and guidance to clerical personnel assigned to the area.~~

Distinguishing Characteristics

~~This is the journey-level classification in the secretarial series. Employees within this class are The Administrative Coordinator classification is distinguished from the Administrative Assistant III by the performance of the full range of highly responsible, complex, and sensitive administrative duties in support of an executive level administrator with a broad level of responsibility for major, complex programs and functions with substantial District-wide impact. The Administrative Coordinator performs the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for assigned staff. Incumbents are required to be self-directed and to relieve the administrator of routine administrative duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment in accordance with Article 16.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Serves as administrative assistant to an appropriate administrator;~~ Participates and assists in the administration of the office, relieving the administrator of a variety of technical and administrative duties; serves frequently as a liaison between the administrator and the public, students, staff, and other campus/District officials; promotes and maintains positive staff, student, and community relations; ~~exercises best practices in handling~~ handles matters of a difficult and sensitive nature.
2. Plans and organizes office support functions for the assigned office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends ~~and implements~~ improvements in work flow, ~~and procedures,~~ ~~and use of equipment and forms;~~ ~~reviews, updates, and informs the assigned administrator and others of essential timelines;~~ ~~discusses and reviews calendar of events on a regular basis with the assigned administrator to assure timely coordination of office activities and status of assigned projects;~~ ~~develops schedules related to division/department activities and services.~~
3. Reviews, updates, and informs the assigned administrator and others of essential timelines; discusses and reviews calendar of events on a regular basis with the assigned administrator to ensure timely coordination of office activities and status of assigned projects; develops schedules related to activities and services for assigned area.
4. Coordinates and assists the administrator in meeting various reporting requirements, operational responsibilities, research objectives, organizing programs, functions, and activities mandated by the District or College.
5. Assists ~~the administrator~~ in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for ~~division~~ reports and publications; establishes new and revised office procedures as appropriate.
6. ~~Utilizes electronic technology to correspond with others and to~~ Develops and maintains assigned calendars, schedules, and appointments; coordinates, ~~schedules,~~ and arranges ~~for~~ meetings, ~~trainings, and inspections;~~ coordinates activities with other divisions and departments; ~~makes~~ ~~coordinates~~ travel arrangements for assigned staff; processes conference reimbursement and other requests.
7. Assists with preparation of bid documents and proposals; prepares and monitors necessary permits in contracts; ensures contractual terms are in compliance with District policies.
8. Participates in the orientation ~~and training~~ of new ~~classified and academic~~ employees when assigned; ~~assigns, schedules, trains, and provides work direction to lower-level office staff and student workers as assigned;~~ ~~prioritizes work assignments;~~ ~~reviews and validates completed work for accuracy.~~
9. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, ~~and provides~~ recommendations, ~~and alternatives as requested;~~ completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
10. ~~Coordinates and oversees specialized functions or projects independently as assigned;~~ ~~assures that work is performed in a timely and accurate manner;~~ ~~uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.~~
11. Plans, coordinates, implements, and evaluates complex projects, including accounting related projects; gathers information and creates complex spreadsheets and reports; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.

12. ~~Screens office and telephone callers;~~ Responds to sensitive questions, complaints, and requests for information ~~from administrative, management, academic, and/or classified staff and the general public;~~ communicates information in person or ~~via email, or~~ by telephone where ~~independent~~ judgment, knowledge, and interpretation of policies and procedures are necessary.
13. ~~Assures that~~ Oversees the preparation of Board agenda items and supporting documents; ~~are developed, prepared, received, and ensures Board agenda items are~~ forwarded within District timelines and legal requirements and guidelines; assures the appropriate administrator receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested; ~~researches and resolves discrepancies as necessary.~~
14. ~~Assists the assigned administrator in the~~ Coordinates the preparation, development, and administration of program budget(s); ~~assists in preparing~~ prepares cost estimates for budget recommendations; ~~assists in submitting~~ submits justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures ~~in a timely manner;~~ provides regular budget reports ~~to the appropriate administrator~~ for control of expenditures; ~~assists in resolving~~ resolves budget issues and problems; ~~interacts with others regarding~~ assists with deposits; processes budget/expense transfers; recommends budget revisions.
15. Recommends expenditures for ~~office~~ equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; ~~assures proper functioning of office equipment~~ schedules maintenance and repairs as needed; posts, monitors, and tracks invoices and other expenditures.
16. Provides ~~staff~~ support to ~~assigned administrator for~~ standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
17. ~~Takes and transcribes dictation~~ Prepares and maintains a variety of sensitive/ and confidential materials, transcriptions, ; ~~prepares a variety of~~ correspondence, memoranda, reports, proposals, and other materials; ~~composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.~~
18. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff ~~grievances and~~ complaints, for appropriate administrator.
19. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and ~~updated~~ updates resource materials.
20. Receives and distributes mail and identifies and refers matters to the appropriate administrator in order of priority.
21. ~~Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.~~
22. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~District organization, operations, policies, and objectives.~~
- ~~Operational characteristics, services, and activities of the functions, programs, and operations of the assigned administrator as necessary to assume assigned responsibilities.~~
- ~~Work organization and office management principles and practices.~~
- ~~Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.~~
- ~~Instructional process and college environment.~~
- ~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
- ~~Processes, procedures, and practices of budget preparation and administration.~~
- ~~Principles, practices, and procedures of business letter writing.~~
- ~~Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.~~
- ~~Principles and procedures used in complex, inter-related record keeping.~~
- ~~Principles and practices used to establish and maintain files and information retrieval systems.~~
- ~~Interpersonal skills using tact, patience, and courtesy.~~
- ~~Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.~~
- ~~English usage, grammar, spelling, punctuation, and vocabulary.~~
- ~~Oral and written communication skills.~~

Ability to:

- ~~Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.~~
- ~~Understand the organization and operation of the assigned administrator as necessary to assume assigned responsibilities.~~
- ~~Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.~~
- ~~Effectively handle and resolve difficult and sensitive situations.~~
- ~~Plan, organize, and delegate work to meet schedules and deadlines.~~
- ~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~
- ~~Prepare a variety of clear and concise administrative and financial reports.~~
- ~~Independently compose and prepare correspondence and memoranda.~~
- ~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
- ~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
- ~~Use sound judgment in recognizing scope of authority.~~
- ~~Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.~~
- ~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~
- ~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~

- ~~Make arithmetic calculations quickly and accurately.~~
- ~~Understand and follow oral and written directions.~~
- ~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
- ~~Work independently with very little or no direction.~~
- ~~Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~Work confidentially with discretion.~~
- ~~Participate in the preparation and administration of assigned budgets.~~
- ~~Research, compile, assemble, analyze, and interpret data from diverse sources.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it

- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself

- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~the equivalent~~ sixty (60) semester units in ~~business or a related field including specialized training in business, secretarial science, office automation, computer information systems, or a related field.~~

Experience:

Six (6) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, ~~preferably in an administrative office in an educational environment.~~

DESIRED EDUCATION/EXPERIENCE:

Experience in an administrative office in an educational environment.

Equivalency Provision

In the absence of sixty (60) semester units of college level coursework, equivalent to the completion of high school and eight (8) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: 4/26/2018

Administrative Coordinator

Abolished. Incumbents reclassified to Administrative Assistant II (Administrative Coordinator)

ADMINISTRATIVE COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction, the Administrative Coordinator performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the appropriate Vice President. This position processes the routine administrative duties not requiring the immediate attention of the Vice President. Many of the duties performed are also included in the Administrative Assistant position. This position is distinguished from other administrative support positions by the enhanced complexity of technical work performed, expanded responsibility for coordination and facilitation efforts, and the elevated degree of responsibility for maintaining regulatory program documentation. Additionally, the Administrative Coordinator position assists with budget planning and management; provides the coordination of administrative functions, communication of policies, the preparation of reports, and other administrative tasks assigned by the appropriate Vice President.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Serves as administrative support to the appropriate Vice President, assisting the executive with a variety of technical and administrative duties; frequently serves as a liaison between the appropriate Vice President and the public, students, staff, and other campus officials; promotes and maintains positive staff, student, and community relations; exercises sound judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.~~
- ~~2. Coordinates and assists the Vice President with meeting various reporting requirements, operational responsibilities, and research objectives and organizing programs, functions, and activities mandated by the District, college, or division.~~
- ~~3. Analyzes and recommends improvements in workflow, procedures, and use of equipment and forms; coordinates the flow of office work; recommends work assignment priorities; reviews and validates completed work for accuracy; provides training for administrative staff members; and ensures that arrangements for substitute employees are completed, as necessary.~~
- ~~4. Reviews, updates, and informs the Vice President, and others, of essential timelines; discusses and reviews the operational calendar of events on a regular basis with the Vice President to assure timely coordination of office activities and satisfactory status of assigned projects; assists the executive in developing procedures to expedite transmittal of information or facilitate implementation of policies~~

~~and programs; develops, implements and assesses standardized computer formats for division reports and publications; and establishes new and revised office procedures as appropriate.~~

5. ~~Coordinates and assists the Vice President in the preparation and administration of program budget(s); in preparing cost estimates for budget recommendations; in submitting justifications for budget items; allocates funds to proper budget codes; in collecting and analyzing financial data; in monitoring and tracking expenditures in a timely manner; in providing regular budget reports to the executive for control of expenditures; in processing budget/expense transfers; and in recommending budget revisions.~~
6. ~~Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.~~
7. ~~Composes correspondence independently; prepares preliminary responses to letters, general correspondence and inquiries for the Vice President's approval.~~
8. ~~Coordinates and oversees specialized functions or projects independently as assigned; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.~~
9. ~~Plans, coordinates, implements, and evaluates complex projects including accounting related projects; gathers information and creates complex spreadsheets and reports; makes recommendations on assigned projects.~~
10. ~~Provides support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.~~
11. ~~Schedules monthly safety meetings, trainings, and inspections.~~
12. ~~Receives complaints regarding levels of service provided throughout the appropriate departments' operations.~~
13. ~~Initiates contact with vendors for various products and services and assures timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.~~
14. ~~Monitors renewals of regulatory permits such as the Air Quality Management District (AQMD), California Occupational Safety and Health Administration (CalOSHA); prepares and submits annual regulatory reporting requirements for approval by the appropriate Vice President.~~
15. ~~Schedules hazardous materials disposal projects; maintains hazardous waste records and logs accurately; maintains accurate Materials Safety Data Sheets (MSDS) records; and prepares annual hazardous waste fee returns for approval by the appropriate Vice President.~~
16. ~~Prepares and monitors contracts; ensures contractual terms are in compliance with District policies; and assists with the preparation of bid documents and proposals.~~
17. ~~Utilizes modern technology to correspond effectively with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for department staff; processes requests for conference reimbursement and other related requests.~~

18. ~~Serves as liaison between assigned Vice President and the Chancellor, Vice Chancellors, College President and other Vice Presidents, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, college, department, or program area policies and procedures, or referring callers to the administrator or others as necessary.~~
19. ~~Prepares and develops Board agenda items and supporting documents within District timelines and legal requirements and guidelines; assures the Vice President receives timely notification of Board requests for information or action.~~
20. ~~Performs other duties related to the primary job duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~District organization, operations, policies, and procedures.~~

~~Operational characteristics, services, and activities of the functions, programs, and operations of the appropriate department.~~

~~Work organization and office management principles and practices.~~

~~Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the California Education Code.~~

~~Pertinent state and federal programs, practices, policies, rules and regulations applicable to environmental, safety and health management.~~

~~Instructional process and college environment.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Processes, procedures, and practices of budget preparation and administration.~~

~~Principles, practices, and procedures of business letter writing.~~

~~Principles and procedures used in complex, inter-related record keeping.~~

~~Principles and practices used to establish and maintain files and information retrieval systems.~~

~~Principles, practices, procedures and analysis of complex fiscal, statistical, and administrative research and report preparation.~~

~~Statistical procedures and mathematical concepts.~~

~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Perform difficult and complex administrative and secretarial work to effectively relieve the assigned executive staff member of routine administrative detail.~~

~~Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.~~

~~Oversee and participate in the management of the administrative functions and operations of the assigned office.~~
~~Understand the organization and operation of the Vice President's Office as necessary to assume assigned responsibilities.~~
~~Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.~~
~~Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.~~
~~Effectively handle and resolve difficult and sensitive situations.~~
~~Establish, review, and revise office work priorities.~~
~~Plan, organize, and delegate work to meet schedules and deadlines.~~
~~Lead and provide work direction and guidance to area staff.~~
~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~
~~Research, compile, assemble, analyze, and interpret data from diverse sources.~~
~~Prepare a variety of clear and concise administrative and financial reports.~~
~~Independently compose and prepare correspondence and memoranda.~~
~~Maintain confidential, complex, and interrelated files and records.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Type at a rate of speed necessary for successful job performance.~~
~~Take and transcribe dictation at a rate of speed necessary for successful job performance.~~
~~Exercise good sound judgment in recognizing scope of authority and in dealing with critical and sensitive information, records, and reports.~~
~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~
~~Participate in the preparation and administration of assigned budgets.~~
~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~
~~Make arithmetic calculations quickly and accurately.~~
~~Understand and follow oral and written directions.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~**Education and Experience Guidelines** — Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

~~**Education/Training:**~~

~~An Associates' degree or the equivalent of 60 credit units from an accredited college or university with major course work in business administration, accounting, public~~

~~administration or a related field, including specialized training in business, secretarial science, or office automation.~~

Required Experience:

~~Six (6) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff.~~

Preferred Experience:

- ~~1. A Bachelor's Degree from an accredited college or university with major course work preferably in business administration, accounting, public administration or a related field.~~
- ~~2. Experience working in an administrative office in an educational environment.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed primarily in a standard office setting.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

~~Board Approved: July 8, 2010~~

~~Range: 44~~

Administrative Curriculum Coordinator

~~ADMINISTRATIVE~~ CURRICULUM COORDINATOR

RANGE: 43

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction of the Vice President of Instruction,~~ Performs a variety of highly responsible, complex and sensitive administrative and curriculum related support duties. Provides technical support in the design, development, approval, and implementation of the College's curriculum; coordinates and

provides support for establishing, changing, coding, maintaining, and reporting curriculum-related activities. ~~The Administrative Curriculum Coordinator supports curriculum development and maintenance and is expected to be self-directed.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Serves as Curriculum Coordinator to the Vice President of Instruction; participates and assists in the administration of the assigned Vice President of Instruction, relieving the executive of a variety of technical and administrative duties; serves frequently as a liaison between the executive and the public, students, staff, and other campus officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature~~ Performs a variety of clerical, specialized and technical duties involved in the development maintenance, and support of curriculum database systems, reports, and records; facilitates the collection, management, manipulation, reporting, and distribution of data used for catalog and schedule production.
1. Assists the assigned Vice President of Instruction in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities related to curriculum support ~~promoted by the District, College, or program area.~~
2. ~~Coordinates daily activities to support the Vice President of Instruction.~~
3. ~~Provides administrative support to the Vice President of Instruction following~~ Coordinates the approved curriculum development and modification process which includes updating and maintaining ~~approved~~ curriculum in curriculum maintenance databases; ~~ensures curriculum is compliant with established guidelines.~~
4. Participates in ~~and makes~~ curriculum ~~creation~~, revisions and modifications as approved by the appropriate administrator and enters the approved curriculum information into internal and/or external curriculum databases as appropriate.
5. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs as directed ~~by the appropriate administrator.~~
6. ~~Provides administrative assistance and support to administrators who oversee curriculum processes.~~
7. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff and students.
8. Prepares various reports, contracts, Board agenda items, statistical data, and other materials to support the curriculum development and maintenance functions.
9. Prepares and maintains a variety of special materials including, but not limited to, directories and content for college catalogs.
10. Prepares and/or oversees preparation of internal and externally mandated curriculum-related administrative reports.
11. Functions as the Instruction Office liaison with the Articulation Officer in reviewing and maintaining articulation agreements with applicable higher education institutions.

12. Compiles, analyzes and summarizes data for special projects, programs and reports.
13. Coordinates and performs special curriculum-related projects and programs; ~~and~~ maintains a calendar of curriculum and other committee activities, coordinating with other departments for attendance.
14. Maintains up-to-date records, logs, and filing systems pertaining to curriculum. Provides support to faculty and staff on documentation needed for curriculum design and maintenance.
15. ~~Prepares a variety of correspondences, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.~~
16. ~~Monitors projects by prioritizing and tracking timelines and activities, following up on a variety of items and details, researching and coordinating information sources.~~
17. ~~Assists the assigned Vice President of Instruction in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.~~
18. ~~Utilizes various computer applications and software packages; enters updates, corrects, and extracts information; maintains and generates reports from a database or network system.~~
19. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of or ability to obtain knowledge of:

District organization, operations, policies, and objectives.

Curriculum development, maintenance, and review processes and procedures.

Principles, guidelines and procedures used in the curriculum articulation process.

Rules, laws, policies, procedures, and requirements for maintaining an appropriate curriculum record.

Curriculum characteristics, services, and activities of the functions, programs, and operations of the assigned Vice President of Instruction.

Work organization and office management principles and practices.

Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the California Education Code.

Instructional process and college environment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Perform difficult and complex administrative and secretarial work to effectively relieve the assigned executive staff member of routine administrative detail.~~

~~Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.~~

~~Oversee and participate in the management of the administrative functions and operations of the assigned office.~~

~~Understand the organization and operation of the assigned Vice President of Instruction as necessary to assume assigned responsibilities.~~

~~Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.~~

~~Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.~~

~~Effectively handle and resolve difficult and sensitive situations.~~

~~Develop office procedures.~~

~~Establish, review, and revise office work priorities.~~

~~Plan, organize, and delegate work to meet schedules and deadlines.~~

~~Train, lead, and provide work direction and guidance to area staff.~~

~~Select, train, evaluate and provide work direction to student workers.~~

~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~

~~Research, compile, assemble, analyze, and interpret data from diverse sources.~~

~~Prepare a variety of clear and concise administrative and financial reports.~~

~~Independently compose and prepare correspondence and memoranda.~~

~~Maintain confidential, complex, and interrelated files and records.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Type at a rate of speed necessary for successful job performance.~~

~~Take and transcribe dictation at a rate of speed necessary for successful job performance.~~

~~Use sound judgment in recognizing scope of authority.~~

~~Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.~~

~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~

~~Participate in the preparation and administration of assigned budgets.~~

~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Make arithmetic calculations quickly and accurately.~~

~~Understand and follow oral and written directions.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~the equivalent of sixty (60) semester units in business or a related field which includes specialized training in business, secretarial science, office automation from an accredited college.~~

Experience:

Five (5) years of increasingly responsible administrative support experience involving a high level of public contact to executive and management staff.

Preferred Experience:

Three (3) years of experience in providing administrative support in an Office of Instruction and Curriculum or another educational environment.

Equivalency Provision

In the absence of sixty (60) semester units of college level coursework in business or a related field, equivalent to the completion of high school and eight (8) years of increasingly responsible secretarial experience involving a high level of public contact and providing secretarial support to executive and management staff is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 11, 2013

Administrative Secretary

ADMINISTRATIVE ~~SECRETARY-ASSISTANT II~~
RANGE: 37

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ~~not~~ intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under direction, Performs the full range of administrative and secretarial, and clerical duties of a complex nature in support of assigned program area in an large administrative, academic affairs, or student affairs services departments; provides support and assistance to assigned administrator, faculty, and staff; serves as a liaison between the department administrator and faculty, the general public, students, staff, and other campus and community officials; and plans, coordinates, and implements on-going operations and activities of the assigned office.~~

DISTINGUISHING CHARACTERISTICS

The Administrative ~~Secretary~~ Assistant II classification ~~position is the advanced journey-level classification in the secretarial series. Incumbents~~ distinguished from the Administrative Assistant I classification ~~position~~ in that the Administrative Assistant II performs the full range of administrative support and complex secretarial ~~and clerical~~ duties independently including travel approvals and reimbursement, hiring paperwork approvals for hourly and temporary employees, acts as a liaison for board items, makes recommendations and applies budget transfers. ~~for a large/complex administrative, academic affairs or student affairs services program area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the department work unit. The Administrative Secretary classification typically reports to and is the primary position supporting an administrator at the level of Dean or higher or provides advanced journey-level secretarial support to executive or management staff.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Participates in the administration of the office to which assigned;~~ Assists assigned administrator in meeting reporting requirements, functional responsibilities, and research objectives; ~~provides responsible and complex secretarial and administrative support and confidential assistance, relieving the administrator of a wide variety of clerical, technical, and administrative detail; assists in organizing organizes functions and activities promoted by the District, College, or program area; serves as a liaison between the administrator and staff, the public, and other District personnel.~~
2. ~~Plans and organizes administrative office support functions; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner;~~ Reviews, updates, and informs the supervisor and others of essential timelines; discusses and reviews calendar of events on a regular basis with assigned administrator to ~~assure~~ ensures timely coordination of office activities and status of assigned projects; develops schedules related to department activities and services.
3. ~~Utilizes electronic technology to correspond with others and to~~ Develops and maintains assigned calendars, schedules, and appointments; coordinates and arranges meetings; ~~coordinates activities with other divisions and departments; makes travel arrangements for department staff and processes. conference reimbursements and other requests.~~
4. ~~Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower-level office staff and student workers~~

- ~~as assigned; prioritizes work assignments; reviews and validates completed work for accuracy; determines the necessity for and assigns substitute classified and/or academic personnel as needed.~~
5. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, ~~and provides~~ recommendations, ~~and alternatives as requested~~; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
 6. ~~Coordinates and~~ Oversees ~~specialized functions or~~ projects independently as assigned ~~including special event planning and implementation~~; ~~assures ensures~~ that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
 7. Answers ~~tele~~phones and responds to questions and requests for information ~~from administrative, management, academic, and/or classified staff, students, and the public~~; communicates information in person, ~~via email~~, or by telephone where ~~judgment~~, knowledge, and interpretation of policies and procedures are necessary.
 8. Serves as liaison ~~between~~ for assigned administrator ~~and the College President, Vice Presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public~~ by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
 9. Oversees the preparation of ~~Assures that~~ Board agenda items and supporting documents ~~are developed, prepared, and~~; ensures Board agenda items are forwarded within District timelines and legal requirements and guidelines; ~~notifies assures the administrator receives timely notification of~~ Board requests for information or action; ~~assures that the Board receives information and notification of action taken as requested.~~
 10. Assists supervisor in the preparation and administration of program budget(s), ~~assists in preparing~~ cost estimates for budget recommendations, ~~assists in submitting~~ justifications for budget items, ~~allocates and~~ allocation of funds, ~~to proper budget codes~~; processes, monitors and tracks expenditures; ~~in a timely manner~~; ~~provides regular~~ budget reports; ~~to executive for control of expenditures~~; ~~assists in resolving~~ resolves budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers, ~~and~~ recommends budget revisions; ~~assists with travel approvals and reimbursements for department staff.~~
 11. Recommends expenditures for ~~office~~ equipment, materials, and supplies and assures their timely ordering, receipt, and storage; ~~schedules maintenance and repairs as needed assures proper functioning of office equipment~~; posts, monitors, and tracks invoices and other expenditures; ~~processes conference and other reimbursements.~~
 12. Provides ~~staff~~ support ~~to assigned~~ for supervisor in meetings and ~~for standing and ad hoc~~ committees ~~and other groups~~ as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
 13. ~~Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for administrator's approval.~~ Prepares oral and written preliminary responses for assigned supervisor's approval; ~~facilitated~~ facilitates communications between assigned supervisor, administrators, students, faculty, staff, other offices, educational institutions, public agencies, and the public.

14. Formats, types, proofreads, **updates, edits**, duplicates, and distributes correspondence, notices, lists, **schedules**, forms, memoranda, and other materials according to established procedures, policies, and standards.
15. Processes information related to **staff hiring and** payroll processes for assigned area; **prepares and/or** completes forms, monitors signature process, and tracks approvals for hiring personnel; ~~prepares payroll forms for assigned staff and student assistants within established timelines.~~
16. Establishes and maintains a variety of complex, interrelated filing systems including **student** confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.
17. Receives mail and identifies and refers matters to the administrator in order of priority.
18. ~~Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.~~
19. ~~Interacts with District administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interprets and applies policies and procedures and processes sensitive complaints and requests for information.~~
20. ~~As assigned, proofs, edits, and assists the administrator in the preparation and development of class schedules, class locations, and work assignments as assigned for publication; May provide assistance in the processes for development of new course/curriculum and/or program offerings and assists in keeping current programs up-to-date; may assist in processes and procedures to facilitate the submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines; may assists in processes related to student evaluations, peer evaluations, and classroom visitations for faculty.~~
21. Performs **other duties** related to the **primary job duties** ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics, services, and activities of the functions, programs, and operations of the assigned department.~~

~~Work organization and office management principles and practices.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.~~

~~Processes, procedures, and practices of budget preparation and administration.~~

~~Principles, practices, and procedures of business letter writing.~~

~~Principles and procedures used in complex, inter-related record keeping.~~

~~Principles and practices used to establish and maintain files and information retrieval systems.~~

~~Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.~~

~~Statistical procedures and mathematical concepts.~~

~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

~~District organization, operations, policies, and objectives.~~

Ability to:

~~Understand the organization and operation of the assigned division and department as necessary to assume assigned responsibilities.~~

~~Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.~~

~~Perform responsible and difficult administrative and secretarial duties involving the use of independent judgment and personal initiative.~~

~~Oversee and participate in the management of the administrative functions and operations of the assigned office.~~

~~Establish, review, and revise office work priorities.~~

~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~

~~Use sound judgment in recognizing scope of authority.~~

~~Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.~~

~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~

~~Research, compile, analyze, and interpret diverse data.~~

~~Prepare a variety of clear and concise administrative and financial reports.~~

~~Independently compose and prepare correspondence and memoranda.~~

~~Maintain complex and varied files and records.~~

~~Implement and maintain filing systems.~~

~~Select, train, evaluate and provide work direction to student workers.~~

~~Plan, organize, coordinate, prioritize, perform, and delegate work.~~

~~Train, lead, and provide work direction and guidance to Division staff.~~

~~Make simple arithmetic calculations.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.~~

~~Participate in the preparation and administration of assigned budgets.~~

~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Plan and organize work to meet schedules and changing deadlines.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work independently and effectively in the absence of supervision.~~

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **

- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of high school and fifteen (15) semester units of college coursework. ~~An Associate's degree or the equivalent in a related field including specialized training in business, secretarial science, office automation, or a related field.~~

Experience:

Four (4) years of increasingly responsible secretarial experience involving a high level of public contact, ~~use of computer and office applications,~~ and providing secretarial support to management staff, ~~preferably in an administrative office in an educational environment. At least two years of experience at a level comparable to a Secretary II with San Bernardino Community College District.~~

Desired Education/Experience

Experience in an administrative office in an educational environment

Equivalency Provision

In the absence of fifteen (15) semester units of college level coursework, equivalent to the completion of high school and five (5) years of increasingly responsible secretarial experience involving a high level of public contact and providing secretarial support to management staff is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Clean Energy Workforce Training Assistant

CLEAN ENERGY WORKFORCE TRAINING ASSISTANT

SUMMARY DESCRIPTION

~~Under general supervision, provides a variety of technical assistance for the SBCCD Clean Energy Workforce Training grant, coordinates, and manages off-site workforce trainings; serves as a liaison between the grant requirements and the general public, students, staff, and other community officials and groups; performs a variety of technical and program support duties in support of the Clean Energy Workforce Training program and monthly reporting using the federal Job Training Automation (JTA)~~

~~system ensuring grant compliance with the Recovery Act and the Workforce Investment Act (WIA) requirements.~~

REPRESENTATIVE DUTIES

- ~~1. Assists with coordination of the delivery and operation of seminars, workshops, and customized offsite workforce training programs offered.~~
- ~~2. Coordinates the offsite registration, account management, administrative paperwork, and scheduling of instructors and facilities to deliver the required instruction.~~
- ~~3. Oversees the maintenance of accurate financial records.~~
- ~~4. Prepares reports to the state and federal government using the Job Training Automation (JTA) system.~~
- ~~5. Provides support, guidance, and direct involvement with the procurement and contract requirements of the Clean Energy Workforce Training grant.~~
- ~~6. Ensures contracts are in compliance with the federal Recovery Act and the Workforce Investment Act.~~
- ~~7. Assists, coordinates, organizes, and directs the work activities with the contracted training program.~~
- ~~8. Tracks and monitors training participants at multiple off-site locations throughout San Bernardino County.~~
- ~~9. Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics, services, and activities of the Training Center, the Recovery Act and Workforce Investment Act.~~

~~Goals and objectives of the Clean Energy Workforce Training grant.~~

~~Principles and practices of program coordination in a public or private sector organizational environment.~~

~~General principles, practices, and procedures of business administration and public administration.~~

~~Pertinent federal, state, and local laws, codes, and regulations that relate to the federal Workforce Investment Act.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as e-mail, internet applications, presentations, word processing, spreadsheets, and databases; including the State Job Training Automation (JTA) system.~~

~~Principles, practices, and procedures of business letter writing, contracting and procurement. Information and research resources available related to grant management.~~

~~Principles, practices, and procedures of report preparation.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles and techniques used in public relations.~~

~~Interpersonal skills using tact, patience, and~~

courtesy. Oral and written communication skills.

District organization, operations, policies, and objectives.

Ability to:

Work with diverse client populations while displaying effective customer service skills. Organize training programs and grants.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Participate in the coordination of the Clean Energy Workforce Training grant. Prepare a variety of clear and concise reports.

Compose and prepare correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications, including the State Job Training Automation (JTA) system.

Work independently and effectively in the absence of supervision. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting, bookkeeping, information technology, training, economic development, or a related field. Some college level course work is desirable.

Experience:

Two years experience in workforce training programs, including familiarity with and/or experience in the State Job Training Automation system.

License or Certificate:

1. Possession of a valid California driver's license and good driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: ~~Hear in the normal audio range with or without correction.~~

Range: 34

Board Approved: January 2010

Revised: ~~March 2010~~

Clerical Assistant I/II

CLERICAL ASSISTANT I/II- ADMINISTRATIVE CLERK RANGE 25 29

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under supervision (Clerical Assistant I) or general supervision (Clerical Assistant II), Performs a variety of office support, and clerical, and routine secretarial duties of a general or specialized nature in support of the function to which assigned area.; provides word processing and data entry support; maintains a variety of files and records; and provides information and assistance to students, faculty, staff, and the general public.~~

DISTINGUISHING CHARACTERISTICS

~~**Clerical Assistant I**—This is the entry-level clerical classification in the clerical/office support series performing routine and less complex office support assignments while learning District policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Clerical Assistant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.~~

~~**Clerical Assistant II**—This is the journey level classification in the clerical/office support series. Employees within this class are distinguished from the Clerical Assistant I by the performance of the full range of clerical and office support duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as receptionist for assigned area; ~~receives office and telephone callers answers phones;~~ provides material and information in response to requests for information related to assigned area of responsibility; conveys telephone messages; refers callers to appropriate staff for further assistance as needed.
2. Assists in preparing program materials; receives, sorts, and delivers materials. Verifies and reviews materials, applications, records, files, and reports for completeness. ~~and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, files, and reports; collects and processes appropriate information.~~
3. Types, word processes, and proofreads a variety of documents and forms, including general correspondence, agendas, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminates information as appropriate.
4. ~~Creates and~~ maintains accurate and ~~up-to-date current~~ files and records for assigned areas; ~~develops and~~ monitors various logs, accounts, and files for current and accurate information; verifies accuracy of information, researching discrepancies and recording information; organizes and maintains filing systems.
5. ~~Performs a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; receives and processes invoices; maintains a variety of accounting records, logs, and files; compiles information and data for statistical and financial reports; checks and tabulates data.~~
6. Receives, sorts, and distributes incoming and outgoing correspondence ~~within area of responsibility.~~
7. Presents Provides program information to students, and faculty, staff, and the public; assists in preparing program materials; receives, sorts, and delivers materials.
8. Maintains office supplies and inventories; orders, receives, and maintains office supplies and equipment; ~~may provide data for~~ ~~prepares~~ requisitions, purchase orders, and work order forms.
9. Maintains calendar of activities, meetings, and various events for assigned ~~area staff~~; schedules appointments; reserves facilities for specific uses; ~~coordinates activities with others.~~
10. Assists ~~Administrative Assistants and/or manager-supervisor~~ with scheduling and preparing for a variety of meetings; prepares and distributes agendas; ~~attends meetings related to assigned area; takes and prepares~~ transcribes minutes as assigned; disseminates information as appropriate.
11. ~~Utilizes various computer applications and software packages; to~~ Enters, updates, corrects, and extracts information; maintains and generates reports as needed ~~from a database or network system.~~
12. ~~Operates office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.~~
13. ~~Assists in selecting, training and providing work direction to student workers as assigned.~~
14. Performs ~~other duties related to the primary job duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic principles of business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Interpersonal skills using tact, patience and courtesy.

Basic mathematical concepts.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Learn the methods and standards used in processing paperwork related to area of assignment.

Perform a variety of office support and clerical duties and activities of a general and specialized nature involving independent judgment in the interpretation, application, or modification of existing procedures within well-defined guidelines.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Use correct English usage, spelling, grammar, and punctuation.

Speak and write a second language is desirable.

Understand and follow verbal and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:**Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules

- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Clerical Assistant I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of clerical experience preferably involving extensive public contact.

Clerical Assistant II

Education/Training:

Equivalent to the completion of high school the twelfth grade. Specialized general office and clerical training is highly desirable.

Experience:

~~Two (2)~~ One (1) years of responsible clerical experience involving a high level of public contact and use of computer and office applications comparable to a Clerical Assistant I with the San Bernardino Community College District.

Desired Education/Experience:

Experience involving a high level of public contact and use of computer and office applications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Development Associate, KVCR FM

DEVELOPMENT ~~ASSOCIATE ASSISTANT, KVCR-FM~~
RANGE: 36

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Assists the Development and Planning Supervisor in planning, coordinating, and implementing fund-raising activities including coordination of membership drives, contributions, stations publications, special events, computer data input, and grant proposals; prepares a variety of correspondence; and responds to a variety of questions from members and the general public.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Assists with the design, implementation, and coordination of all fund-raising and marketing/publicity

and membership activities ~~for the station~~ from inception to completion.

2. Assists with campaigns to increase annual financial contributions ~~from individuals, families, and organizations~~ through direct mail, underwriting, ~~on-air~~ promotions, and special events.
3. Serves as point of contact for inquiries related to fund-raising and membership; provides information within the area of assignment.
4. Writes, edits, and produces a variety of correspondence ~~for both radio and television~~ including letters to donors, pledge fulfillment reminders, renewal, and additional gift letters, solicitation letters to new donors, event letters, welcome and thank you acknowledgements, event and program information for ~~the guides~~, mailing inserts, tax letters, and related correspondence.
5. Assists in coordinating and scheduling production of ~~marketing communications~~ materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
6. Assists in planning ~~and overseeing the in-studio production of all live and pre-taped pledge breaks and segments for television and radio~~ membership campaigns; ~~researches and writes specific scripted material for all live and pre-produced local television pledge breaks.~~
7. ~~Schedules and prepares on-air talent to represent the station for live-pledge drive productions, pre-produced pledge breaks, and the creation of related station messaging and fundraising material.~~
8. ~~Provides information and data to assist~~ Assists in developing, writing, and procuring underwriting grants for specified programs or general operations ~~of the stations~~ from businesses, foundations, government agencies, and other sources.
9. Assists in the coordination of volunteer activities and volunteer involvement ~~within the assigned area. with the station.~~
10. Assists in planning and organizing special events as necessary.
11. ~~Performs data entry and manipulation~~ Enters and maintains data related to ~~of~~ fund-raising functions ~~on a computer~~; assists in preparation of various forms including bank deposits and ~~specialized reports to PBS, management, and other entities~~; sends declined transactions and non-sufficient funds notices as necessary.
12. ~~Responds to member and general public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.~~
13. ~~Serves as lead worker with assigned station personnel as necessary.~~
14. ~~Attends and participates in professional group meetings; provides information within area of responsibility; maintains awareness of~~ Stays current with new trends and developments in the field of fundraising; incorporates new developments as appropriate.
15. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a public television and radio station.~~

~~Methods, procedures, and techniques used to successfully solicit funds from various sources.~~

~~Principles and practices of marketing and public relations.~~
~~PBS best practices regarding language, demographics, and fundraising.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles of business letter writing and basic report preparation.~~
~~Fundraising practices using direct mail, telemarketing, e-marketing, and on-air.~~
~~Principles and procedures of record keeping and filing.~~
~~English usage, spelling, grammar, and punctuation.~~
~~Pertinent federal, state, and local codes, laws, and regulations including philanthropic, commercial, governmental, and individual laws, regulations, and tax benefits applicable to fund-raising~~

Ability to:

~~Assist in the development, planning, and implementation of a comprehensive fund-raising program geared to specific goals and objectives.~~
~~Assist in evaluating the effectiveness of fund-raising.~~
~~Interpret and apply applicable federal, state, and local laws, codes, and regulations.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Meet critical deadlines while working with frequent interruptions.~~
~~Organize data, maintain records, and prepare reports.~~
~~Work independently in the absence of supervision.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade high school~~ supplemented by ~~thirty (30) college-level coursework that includes 60~~ semester units of business administration, ~~Radio/Television~~, marketing, advertising or a closely related field.

Experience:

Two (2) years of experience in development, marketing, fund-raising, or sales, ~~preferably in a public broadcasting environment.~~

License or Certificate:

Possession of a valid driver's license.

DESIRED EDUCATION/EXPERIENCE:

~~Experience working in a public broadcasting environment.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds; may occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer

screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Development Coordinator

DEVELOPMENT COORDINATOR

Range: 45

SUMMARY DESCRIPTION

~~Under general supervision, the Development Coordinator~~ Plans, coordinates, and implements development activities including coordination of alumni membership drives, contributions, publications, special events, and computer data input. ~~This position prepares a variety of reports and correspondence and also responds to a variety of inquiries from alumni, faculty, staff, managers, Foundation Board Directors, donors, and the general public.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Coordinates and participates in the daily operational functions of the Foundation office.~~
2. Coordinates all ~~of the fundraising~~ development-related activities and events from inception to completion, including Foundation board committee meetings.
3. ~~Facilitates Foundation Board communication;~~ responds to inquiries from alumni, faculty, staff and the general public.
4. Assists with department campaigns to increase annual financial contributions through direct mail, and special events.
5. ~~Creates, prepares, and maintains a variety of documentation; obtains signatures as needed; files necessary compliance documentation with appropriate agency as required.~~
6. Composes and edits a variety of correspondence including fundraising letters, event letters, welcome and thank you acknowledgements, event and program information, mailing inserts and tax donation letters and forms.
7. Coordinates and schedules production of marketing communications materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
8. Coordinates volunteer activities and volunteer involvement.
9. ~~Plans and organizes development-related events on and off campus.~~
10. Maintains donor data including gift processing, tracking activities in donor files, donor research, developing prospect and invitation lists, prepares and provides reports as requested.

11. Participates in professional group meetings; provides appropriate information within area of responsibility.
12. Incorporates ~~new developments changes~~ as assigned in the field of advancement, development, and fundraising.
13. Assists with donor identification, cultivation and stewardship in scholarship review and award process; ensures that awards match donor's intent.
14. Assists with proposals ~~and grant applications~~; maintains records and oversees reporting as needed.
15. Assists with the administration of Foundation ~~and grant~~ funded programs in accordance with Foundation bylaws, policies, and procedures, District and College policies and procedures, and state and federal requirements; ~~assists in foundation audits as necessary~~.
16. ~~Assists in the development, administration, and analysis of the Foundation's budget; assists in the forecasting of funds needed for staffing, equipment, materials, and supplies.~~
17. Monitors ~~and processes~~ expenditures ~~and adjustments~~ for Foundation funding, including grants, endowments, scholarships, department, program, and other funds; reviews documentation and funding requests for accuracy.
18. ~~Coordinates the preparation of board agenda items and supporting documents; ensures board items are forwarded within District timelines and legal requirements and guidelines; researches and resolves discrepancies as necessary.~~
19. ~~Develops and maintains department social media accounts and website; refers issues to technology services.~~
20. Performs ~~other~~ duties ~~as required~~, related to the primary job duties ~~of the position~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Methods, procedures, and techniques used to successfully solicit funds from various sources.~~
- ~~Principles and practices of marketing and public relations.~~
- ~~Principles of advancement, development, and fundraising, including customer service and donor confidentiality.~~
- ~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, graphic design, and databases.~~
- ~~Principles of business letter writing and basic report preparation.~~
- ~~Fundraising practices using direct mail, telemarketing, e-marketing, and events.~~
- ~~Principles and procedures of record keeping and filing.~~
- ~~English usage, spelling, grammar, and punctuation.~~
- ~~Pertinent federal, state, and local codes, laws, and regulations including philanthropic, commercial, governmental, and individual laws, regulations, and tax benefits applicable to fund-raising.~~

Ability to:

- ~~Assist in the development, planning, and implementation of a comprehensive fund-raising program geared to specific goals and objectives.~~

- ~~Organize, coordinate and complete special events, including theme ideas, marketing, and outreach, budgeting and tracking.~~
- ~~Assist in evaluating the effectiveness of fundraising.~~
- ~~Interpret and apply applicable federal, state, and local laws, codes, and regulations.~~
- ~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
- ~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Meet critical deadlines while working with frequent interruptions.~~
- ~~Organize data, maintain records, and prepare reports.~~
- ~~Work independently in the absence of supervision.~~
- ~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
- ~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- An Associate's degree or the equivalent of sixty (60) semester units with major coursework in business administration or a related field from an accredited university.

Required Experience:

- Four (4) years of experience in a customer service focused environment involving a high level of interpersonal public contact.

Preferred Experience:

- Bachelor's degree from an accredited college or university with major coursework preferably in business administration or a related field.
- Fundraising or development experience with a Foundation, nonprofit, or grant-based program.
- Experience in the California Community College environment.

License and Certification:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site; and extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Grant Clerical Assistant

Abolished. Incumbents to be reclassified to appropriate classification within the Administrative/Clerical Support series.

~~GRANT CLERICAL ASSISTANT~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

This is a part-time, non-benefitted, categorically funded position and is contingent upon the availability of funds and "life of the grant".

SUMMARY DESCRIPTION

~~Under general supervision, performs a variety of clerical and record keeping duties as required by various grant funding sources such as the County of San Bernardino Workforce Investment Board, The State Chancellors' Office and the Employment Training Panel. This part-time position reports to the Project Manager of the grants.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Receives office and telephone callers and refers callers to appropriate staff.~~
2. ~~Reviews grant materials, applications, records, files, and reports.~~
3. ~~Types and word processes grant related documents, correspondences, and reports.~~
4. ~~Receives, sorts, and distributes mail.~~
5. ~~Provides program information to students and the general public.~~
6. ~~Maintains records and files for grant programs.~~
7. ~~Maintains attendance records and student files appropriate to each grant.~~
8. ~~Maintains calendar of activities, meetings and events for the Project Manager.~~
9. ~~Maintain grant expenditure records; provide data for budget estimates; and provides data to support accounts payable and receivables.~~
10. ~~May perform routine backup in reception, registration or perform other clerical activities as needed.~~
11. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Basic office procedures and methods.~~
- ~~Basic principles and procedures of record keeping and filing.~~
- ~~Basic principles and techniques used in public relations.~~
- ~~Methods and techniques of proper receptionist and telephone etiquette.~~

~~Basic inventory and purchasing processes and procedures.~~
~~Basic mathematical concepts.~~
~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Learn and understand the operations of assigned program area.~~
~~Learn, understand, interpret and apply office policy and procedures.~~
~~Operate office equipment including telephone, computers and supporting word processing.~~
~~Perform routine record keeping and report writing duties.~~
~~Work independently and collaboratively.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines—~~Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

Education/Training:

~~Equivalent to the completion of the twelfth grade.~~

Experience:

~~One year of clerical experience.~~

License or Certificate:

~~Possession of a valid California driver's license and show proof of a good driving record with the California Department of Motor Vehicle.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment: ~~Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

Board Approved: November 5, 2009

Range: 38

Green Workforce Data Technician

Abolished. Classification has not been used since 2011 and was written for a specific grant that no longer exists. General duties are found in the Grant Technician classification.

~~GREEN WORKFORCE DATA TECHNICIAN~~

~~RANGE:43~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

This is a part-time, non-benefitted position funded through a Sub-Award Agreement.

~~SUMMARY DESCRIPTION~~

~~The Green Workforce Data Technician position is under general direction of the Manager of Environmental Scanning Services at the Economic Development and Corporate Training Division. The Green Workforce Data Technician performs a variety of duties involved in the collection, interpretation and documentation of data in support of the California Workforce Needs Assessment in the Green Economy project. This position also compiles the identification and documentation of the Employment Information System (EIS) providers in the State of California.~~

~~REPRESENTATIVE DUTIES~~

The following duties are typical for this classification.

- ~~1. Coordinate the collection of "green" related educational and training programs offered by the K-12 system, community colleges and community-based organizations in California.~~
- ~~2. Procure data through observation, interviews and analysis of records from sources such as web research and input the data inventory of "green" programs using established online system.~~
- ~~3. Compile a list of existing employment information system EIS providers. Maintain the online data inventory of EIS providers and assess the information gaps.~~
- ~~4. Outreach and develop the relationships with the relevant educational and job training providers, EIS providers, and minority-serving organizations to identify and refer best practice programs in "green" workforce training and job placement.~~
- ~~5. Establish working relationships with the agencies and organizations targeted by the Green Economy project, (i.e. Local Workforce Investment Boards, California community colleges and their contact education departments, non-profit workforce training providers, etc.).~~
- ~~6. Tour training facilities (when appropriate) to collect qualitative information about various types of "green" training programs available for communities in California.~~
- ~~7. Interact with community-based organizations either in person or remotely (by phone or email) to inquire about the availability of job placement and other support services to disadvantaged populations on a monthly basis.~~
- ~~8. Receive, review, extract and input relevant data information from the raw scripts of oral surveys conducted by researchers into the online inventory of "green" training programs.~~

9. ~~Collect, categorize and enter data on “green” training programs, including the type of job training or educational programs, regarding location, target audience and available support services.~~
10. ~~Prepare charts and tables in Excel that summarize inventory data on “green” training programs and Employment Information Systems.~~
11. ~~Prepare reports of the completed data inventory in accordance with project requirements.~~
12. ~~Perform related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics, services, and activities of the California Workforce Needs Assessment in the Green Economy project, including the goals and objectives of the project.~~

~~Principles and practices of research and analysis in a public or private sector organizational environment.~~

~~Pertinent federal, state, and local laws, codes, and regulations that relate to the Green Economy project.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as e-mail, internet applications, presentations, word processing, spreadsheets, and databases.~~

~~Principles, practices, and procedures of report preparation.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~Oral and written communication skills.~~

Ability to:

~~Compile, organize and analyze data and prepare analytical reports.~~

~~Work with diverse client populations while displaying effective customer service skills.~~

~~Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.~~

~~Assist in the coordination of the Green Economy project.~~

~~Establish and maintain community relationships.~~

~~Perform a full range of complex and responsible program and technical support.~~

~~Prepare and compose a variety of clear and concise reports, correspondence and memoranda and maintain accurate files and records.~~

~~Build and manipulate spreadsheet tables, sort and filter data sets and illustrate the quantitative data using visual charts.~~

~~Plan and organize work to meet schedules and changing deadlines.~~

~~Operate office equipment including computers, customized online databases, and supporting word processing, spreadsheet, presentation, and web search software applications.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

EDUCATION AND EXPERIENCE GUIDELINES

Education/Training:

~~Graduation or equivalent to completion of a Bachelor's Degree with major study in business, public administration, statistics, mathematics, economics, or a related field.~~

Experience:

~~One year experience in the collection, interpretation and documentation of data.~~

License or Certificate:

~~Possession of a valid California driver's license and the ability to be on the District's Approved Driver's List.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed primarily in a standard office setting with travel from site to site.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

Board Approved: April 8, 2010

Logistics Grant Coordinator

Abolished. Classification was written for work related to the Southern California Logistics Technology Collaborative (SCLTC) and the District is no longer a part of this collaborative.

LOGISTICS GRANT COORDINATOR

RANGE: 45

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

This is a full-time categorically funded position and is contingent upon the availability of funds and "life of the grant".

SUMMARY DESCRIPTION

~~Under the administrative direction of the Logistics Technology Training Manager, the Logistics Grant Coordinator is responsible for conducting and assisting in the coordination of off-campus outreach activities to recruit students and/or clients for the Department of Labor (DOL) logistics technology training program. This position is also responsible for fostering and nurturing partnerships with employers in the Southern California Transportation Corridor and the communities serviced by the Southern California Logistics Technology Collaborative (SCLTC) in creating employment opportunities through the DOL logistic technology training grant.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Provides employment preparation services and job development skills training.~~
- ~~2. Coordinates and matches business and industry needs with the students' skills and trainings.~~
- ~~3. Facilitates the training, placement, and transition of students.~~
- ~~4. Contacts, builds and maintains relationships with a variety of local area employers in order to develop and secure employment positions for clients.~~
- ~~5. Conducts workshops, seminars and individual sessions to provide job search assistance to clients in the following areas: interviewing skills, application assistance, resume and cover letter writing, job readiness skills, professional dress attire assistance, workforce behavior, job placement and career guidance materials and community resources, and/or job coaching.~~
- ~~6. Identifies and searches jobs on the internet, local newspapers, associations and networking groups for the clients.~~
- ~~7. Coordinates and conducts interviews with clients to ensure job openings fit vocational goals; refers clients to identified employers; and facilitates job interviews with the potential employers.~~
- ~~8. Maintains continuous contact with clients and employers after job placement to monitor success and provides follow-up after placement as necessary.~~
- ~~9. Plans and coordinates career and job fairs.~~
- ~~10. Works collaboratively with other community college partners by assisting with the recruitment and placement of clients for their institutions.~~
- ~~11. Develops outreach and marketing programs to recruit potential clients.~~
- ~~12. Coordinates various outreach and recruitment activities including campus tours with all community college partners.~~
- ~~13. Prepares and makes presentations (oral, power point, video or web-based) to prospective clients, students at schools, community organizations, government agencies, and businesses.~~
- ~~14. Attends various meetings, seminars and conferences on an off-campus including regional and statewide conferences as required by the grant; activities sponsored by various Workforce Investment Boards (WIBs), schools, Regional Occupations Programs (ROPs), business partners, community organizations, government entities.~~
- ~~15. Provides workshops to assist students and clients in completing the enrollment process, to include forms and assessments, and attending orientations.~~
- ~~16. Prepares and maintains records and files related to outreach and recruitment services and activities as it relates to the grant.~~

17. ~~Compiles data and completes reports as required by the grant to evaluate the effectiveness of the outcomes.~~
18. ~~Establishes and maintains close working relationships with agencies including the Workforce Investment Boards (WIBs), Department of Rehabilitation, Employment Development Department (EDD), Department of Public Social Services (DPSS), and staffing agencies.~~
19. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles, practices, and techniques in recruitment, outreach, and interviewing.
 Practices and techniques in job search, placement and referrals.
 Local and state labor market trends.
 Principles and practices in marketing, multi-media, advertising, and public relations.
 Pertinent federal, state, and local laws, codes and regulations as it relates to the grant.
 Principles, practices and procedures of business letter writing.
 Office procedures, methods, and equipment including computers and software applications.
 Proper English usage, grammar, spelling, punctuation and vocabulary.
 Effective interpersonal, oral and written communication skills.

Ability to:

Identify job openings related to program training in the community.
 Assist clients in their job search activities.
 Recruit clients into grant funded training programs.
 Plan, organize, and implement program workshops, seminar, and services regarding job search and related topics.
 Make presentations (oral, power point, video or web based) to various groups.
 Understand, interpret, and apply administrative and District policies and procedures as well as pertinent laws, regulations, and ordinances.
 Assist clients in identifying career interests, goals and opportunities and making appropriate referrals.
 Work with community members and organizations in the development of jobs for clients.
 Coordinate partnerships with employers, community colleges, and various local and state government entities.
 Develop and maintain working relationships with employers, community organizations, employment agencies and clients.
 Evaluate and interpret employment and labor market information.
 Compile data and maintain records and files.
 Prepare and compose correspondence and memoranda.
 Plan and organize work to meet schedules and changing deadlines.
 Effectively represent the District to clients in accomplishing the goals and objectives of the grant.
 Operate office equipment including computers and supporting software applications such as word processing, spreadsheets, and databases.
 Effectively use computerized and online career job search sites and programs.
 Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, academic, socio-economic, and cultural populations.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines

Education/Training:

~~A Bachelor's degree in business, marketing, public administration or a related field from an accredited college or university.~~

Required Experience:

~~Three (3) years of work experience in training, outreach and recruitment activities.~~

Special Requirements:

- ~~1. Possession of a valid California Driver's License.~~

Preferred Experience:

- ~~1. Experience in job placement and working with diverse populations.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment: ~~Work is performed primarily in a standard office setting. Frequent travel to various sites and locations as needed for reporting grant activities.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

~~Board Approved: June 2010~~

Marketing Coordinator

MARKETING & COMMUNICATIONS COORDINATOR – KVCR/FNX

RANGE: 44 50

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Performs a variety of activities designed to promote and publicize the District's television and radio station; ~~provides information about KVCR-TV and 91.9 KVCR-FM radio to the outside media and the general public including station publications, press releases, and on-air promotions; and oversees local outreach efforts and special events.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers, professional experts, interns, and volunteers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops and implements public relations activities and functions for the station including publicity, advertising, and promotional plans and strategies.
2. Participates in developing and evaluating publicity and marketing goals, objectives, policies, and procedures; implements resulting policies and procedures.
3. Plans, writes, edits, lays out, coordinates, and distributes ~~the publication of a variety of~~ newsletters, ~~news releases~~, press releases, publications, feature articles and public service announcements using desktop publishing, word processing, and graphic programs ~~on a computer~~; coordinates information released to the press and broadcast media.
4. ~~Coordinates the maintenance and updates of the station's online and social media accounts.~~
5. Assists with campaigns to increase annual financial contributions ~~from individuals, families and organizations~~ through direct mail, underwriting, on-air promotions and special events.
6. ~~Maintains~~ ~~Coordinates~~ on-air ~~and digital~~ promotions for KVCR-TV/FM ~~and FNX~~ programs and events.
7. Designs and participates in station outreach efforts and special events related to KVCR-TV/FM ~~and FNX~~ programs, ~~and activities including~~ fundraising, ~~and community engagement~~ activities.
8. Designs and places station advertising on various media including electronic and print.
9. Participates in a variety of technical activities involved in the production, hosting, writing, and broadcast of television or radio programs including participating in live broadcasts and interviews.
10. Performs a variety of administrative support functions; prepares correspondence; updates client agreements/contracts; submits monthly invoices.
11. Responds to questions and inquiries from members of the ~~general~~ public, the media, and outside institutions and organizations; provides information within area of responsibility; resolves complaints in an efficient and timely manner.
12. Attends and participates in professional group meetings; provides information within area of responsibility; maintains awareness of new trends and developments in the field of marketing; incorporates new developments as appropriate.
13. ~~Serves as lead worker with assigned station personnel as necessary.~~
14. ~~Assembles information for and prepares monthly reports for board submission.~~
15. ~~Assists in tracking station content and community engagement activities for CPB, PBS and NPR~~

reporting as needed.

16. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of marketing and public relations.

Methods and techniques of journalistic writing and reporting techniques.

Desktop computer using desktop publishing, word processing, graphics, page layout and design, drawing, painting and database management.

Methods, procedures, programs, and techniques used to write, edit and publish newsletters and program guides.

Television station and radio station on-air promotion methodologies.

Office procedures, methods, and equipment.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Must have strong organizational skills, strong public relations skills, strong written and verbal skills.

Ability to:

Develop and write accurate and effective news releases, articles, and announcements.

Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.

Assist in the development, planning and implementation of a comprehensive fund-raising program geared to specific goals and objectives.

Assist in evaluating the effectiveness of fund-raising.

Deliver promotional materials to various venues.

Respond to inquiries and requests for information.

Plan and organize work to meet changing priorities and deadlines.

Meet critical deadlines while working with frequent interruptions.

Organize data, maintain records, and prepare reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure

- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in journalism, mass media, radio/television, marketing advertising, or a related field; ~~two years of directly related experience may substitute for one year of education.~~

Experience:

Four (4) years of increasingly responsible experience in public relations, advertising, or marketing.

Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major coursework in journalism, mass media, radio/television, marketing advertising, or a related field, an Associate's degree from an accredited college or university with major coursework in journalism, mass media, radio/television, marketing advertising, or a related field and six (6) years of increasingly responsible experience in public relations, advertising, or marketing is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with occasional travel as needed.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Program Coordinator, Professional Development Center

Abolished. Classification not used since 2010. Some duties are within management scope.

~~PROGRAM COORDINATOR, PROFESSIONAL DEVELOPMENT CENTER~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under general direction, provides direction for assigned projects, programs, or functional areas of the Professional Development Center (PDC); markets, develops, delivers, coordinates, and manages fee-based and customized training programs offered by the PDC on and off site; serves as a liaison between the program area and the general public, students, staff, and other campus and community officials and groups; performs a variety of technical and program support duties in support of the assigned project, program, or functional area.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Participates on committees that promote the mission of the District and the community college system and support the Division of Economic Development and Corporate Training.~~
- ~~2. Collaborates with potential customers to develop customized solutions that address the needs of the client organization; assesses and identifies the training needs of employers and incumbent workers in the geographical areas serviced by the District; recommends appropriate training and performance improvement solutions.~~

3. ~~Develops short-term seminars, workshops, and customized training solutions for private and public sector employers based on their needs.~~
4. ~~Markets short-term seminars, workshops, and customized training programs to businesses, non-profit organizations, governmental agencies, and other community-based organizations in the San Bernardino area; develops marketing materials, brochures, and catalogs.~~
5. ~~Coordinates the delivery and operation of seminars, workshops, and customized training programs offered by PDC on and off-site.~~
6. ~~Coordinates the delivery of Food Handling and ServSafe programs within the County of San Bernardino; coordinates the delivery of Food Worker Certification classes in assigned communities and service areas; serves as the liaison with the County of San Bernardino Department of Public Health.~~
7. ~~Coordinates the registration, account management, administrative paperwork, and scheduling of instructors and facilities to deliver the required instruction both on and off-site; develops class schedules; recruits and assigns instructors as needed.~~
8. ~~Updates and posts information to the Professional Development Center website.~~
9. ~~Oversees the maintenance of accurate financial records; oversees the collection of accounts.~~
10. ~~Develops and prepares reports of programs managed.~~
11. ~~Provides support, guidance, and direct involvement to other members of the division in accomplishing special projects as needed.~~
12. ~~Coordinates, organizes, and directs the work activities of other staff members associated with the contracted training program.~~
13. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the Professional Development Center.

Goals and objectives of the Professional Development Center.

Principles and practices of program/project development, management, coordination, and review in a public or private sector organizational environment.

General principles, practices, and procedures of business administration and public administration.

Strategic planning.

Local labor market trends.

Needs assessment techniques.

Marketing principles, practices, and strategies.

Principles and techniques in providing training for adults.

Pertinent federal, state, and local laws, codes, and regulations.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Information and research resources available related to areas of assignment.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and

report preparation.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

District organization, operations, policies, and objectives.

Ability to:

Work with diverse client populations while displaying effective customer service skills.

Manage and organize training programs and grants.

Recognize opportunity and create a successful plan to obtain success.

Develop and implement marketing strategies.

Understand the organization and operation of the Professional Development Center as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Coordinate and participate in the management of assigned projects, programs, or program area functions and services.

Establish and maintain community relationships.

Understand the nature of partnerships and identify mutual interests.

Assess community needs to develop appropriate service partnerships for assigned programs.

Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.

Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Master's degree is desirable.

Experience:

~~Three years experience in workforce development, economic development, organizational development and/or project management including familiarity with and/or experience in offering workforce training.~~

License or Certificate:

~~Possession of, or ability to obtain, an appropriate, valid driver's license.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment: ~~Work is performed primarily in a standard office setting with travel from site to site.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

~~Board Approved: June 10, 2004~~

~~Johnson & Associates Revised: January 2007~~

Program Manager, KVCR

PROGRAM/CONTENT COORDINATOR MANAGER, KVCR**RANGE: 48**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, Oversees and participates in the day-to-day coordination, programming, and broadcasting operations of the District's television or radio station; identifies, reviews, recommends, and schedules appropriate programming; prepares public information materials; develops and recommends long-range programming goals and objectives; and ensures station automation is programmed and working correctly.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Identifies and reviews content; and recommends schedules programming from a wide variety of sources that meets established station criteria and Federal Communications Commission (FCC) regulations and public media standards; ensures station automation is programmed and working correctly.
2. Works closely with management on annual program acquisitions; provides recommendations for the development of long-range programming goals and objectives.
3. Previews and reviews summaries of a large number of available programs to determine appropriateness, content, and costs; compiles and prepares written evaluations on programs.
4. Writes, reviews, edits, and distributes and updates a variety of broadcast and digital content promotional and information material including listing descriptions, program guide, press releases, and advertising.
5. Consults and coordinates with program suppliers, representatives of other stations, community groups, other media outlets groups from newspapers and other publications, faculty and staff on matters related to programming, public information, and program copyright.
6. Receives and responds to inquiries and requests in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
7. Responds to emergency calls to resolve programming or operational programs that may occur during broadcast hours or off-duty hours when necessary.
8. ~~Supervises and operates stations'~~ Coordinates and oversees the use of broadcast equipment and software ~~computer communications with other agencies~~; develops equipment ~~computer usages workflow and procedures~~ for broadcast and promotional requirements.
9. Designs, produces, and maintains a variety of schedules, documents, and/or logs related to area of assignment; researches, organizes, and maintains records on a wide variety of program sources.
10. Produces and/or assists in the production of television and/or radio programs as assigned.
11. ~~Serves as lead worker with assigned station personnel as necessary.~~
12. ~~Works with other station personnel to coordinate~~ Participates in the coordination of simulcasts broadcasts, fundraising, and promotions activities and events.
13. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a public television and radio station.~~

~~Methods and techniques of long and short range programming.~~

~~Sources of instructional and public television or radio programs.~~

~~Structure and operations of the public television or radio system.~~

~~Rules and guidelines of program copyright relating to usages of programming available to the station.~~

~~Cable television.~~

~~Principles and procedures of budget systems.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles and procedures of record keeping.~~
~~Principles of supervision and training.~~
~~English usage, spelling, grammar, and punctuation.~~
~~Pertinent federal, state, and local laws, codes, and regulations including FCC rules and regulations pertaining to station operations.~~

Ability to:

~~Evaluate the content and suitability of television or radio programs for local broadcast.~~
~~Develop and prepare promotional materials.~~
~~Develop and modify schedules to meet network changes, emergency situations, and local priorities.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Meet critical deadlines while working with frequent interruptions.~~
~~Oversee assigned staff as necessary.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Work independently in the absence of supervision.~~
~~Understand and follow oral and written instructions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **

- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information

- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, or a related field; ~~two years of directly related experience may substitute for one year of education.~~

Experience:

Four (4) years of experience that includes traffic, acquisitions, and/or program scheduling, ~~programming experience.~~

EQUIVALENCY PROVISION:

In the absence of a Bachelor's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, or a related field, an Associate's degree and six (6) years of experience that includes traffic, acquisitions, and/or program scheduling is qualifying.

In the absence of an Associate's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, or a related field, the equivalent of completion of high school and eight (8) years of experience that includes traffic, acquisitions, and/or program scheduling is qualifying.

DESIRED EDUCATION/EXPERIENCE

Experience in a Corporation for Public Broadcasting (CPB) qualified public media organization.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; ~~travel from site to site.~~

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting;

to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Project Analyst

PROJECT ANALYST

RANGE: 44

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Performs a variety of highly specialized and complex analytical and technical duties in order to assist management in implementing a broad spectrum of duties including those related to the development, administration, and management of projects, programs, grants, and contracts related to assigned area; ~~serves as coordinator and consultant to other employees and departments regarding requirements and guidelines related to assigned area.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of research, administrative, operational, financial, and analytical duties in support of assigned projects, programs, and/or functions; conducts studies, research projects, and analysis.
2. Prepares administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consults with District staff and outside agencies to obtain information.
3. Assists with the budget process; provides assistance in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting systems; monitors status.
4. Participates in coordinating assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.

5. Represents area of assignment; participates on, and provides staff support to a variety of committees, task forces, and boards; develops agenda items and agendas; prepares and presents materials, staff reports, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.
6. Serves as contact and responds to requests for information ~~from staff, other agencies, and the general public~~ regarding project or program area of assignment; prepares presentations and related material.
7. Maintains records concerning project activities; processes incoming and outgoing documents; prepares and tracks various documents; prepares reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.
8. Manages data and information used in assigned area including administering assigned databases; enters and modifies data; generates reports; analyzes user needs and modifies database structure and/or format in response to user needs; trains staff on use of database systems; prepares database documentation.
9. Plans, coordinates, implements, and evaluates complex projects including accounting related projects; gathers information and creates complex spreadsheets and reports; conducts evaluations and makes recommendations on assigned projects.
10. Performs ~~computer~~ data input and retrieval; verifies the integrity of data submitted for input and evaluates the accuracy of the information retrieved for reporting purposes.
11. As assigned, maintains database for assigned contracts; inputs new contracts and manages database for contract tracking; maintains contract files as well as a variety of records and files related to contracts, board material, and other information and material for complete audit records; reviews contracts for possible risk factors, clarity, compliance with Board policy, administrative regulations, laws, and funding; negotiates contracts with vendors including to ensure contracts are in compliance with Board policy, clarity of services to be provided, and pricing.
12. As assigned, facilitates various processes and procedures for facilities projects; coordinates advertisement, bidding, and contract preparation processes; attends project meetings to take notes and minutes.
13. As assigned, tracks expenditures for assigned grants and budgets; performs budget adjustments and budget transfers as necessary to ensure budgets balance; prepares purchase requisitions ensuring correct budget numbers are used and funds are available; compiles and completes monthly billings for assigned grants; generates quarterly reports for assigned grants; ensures contract compliance with grantors and follows District policies and procedures; attends grant advisory board meetings; attends mandated trainings for grant updates.
14. Performs ~~other duties~~ related ~~to the primary job~~ duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~General accounting and auditing principles, practices, and procedures.~~

~~Principles and practices of fiscal, statistical, and administrative research, record keeping, and report preparation.~~

~~Statistical procedures and mathematical concepts.~~

Processes, procedures, and practices of budget preparation and administration.
 Operational characteristics, services, and activities of the functions, programs, and operations of the assigned project or program area.
 Goals and objectives of the assigned project or program area.
 Basic principles and practices of program development, administration, and review.
 General principles, practices, and procedures of business administration and public administration.
 Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.
 Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
 Work organization and office management principles and practices.
 Principles, practices, and procedures of business letter writing.
 Principles and practices used to establish and maintain files and information retrieval systems.
 Interpersonal skills using tact, patience, and courtesy.
 District organization, operations, policies, and objectives.
 Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
 Oral and written communication skills including English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Perform highly specialized and complex analytical and technical duties in order to assist management in implementing a broad spectrum of duties including those related to the development, administration, and management of grants and contracts related to assigned program.
 Research, compile, assemble, analyze, and interpret data from diverse sources.
 Reconcile, balance, and audit records and accounts.
 Prepare, analyze and interpret clear and concise administrative and financial reports and statements.
 Understand the organization, operation and services of the District and of outside agencies as necessary to assume assigned responsibilities.
 Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
 Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
 Coordinate and participate in the management of assigned project, program, or program area functions and services.
 Participate in the preparation and administration of assigned budgets.
 Provide specialized information and assistance related to area of assignment.
 Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 Use sound judgment in recognizing scope of authority.
 Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
 Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
 Independently compose and prepare correspondence and memoranda.
 Maintain complex and varied files and records.
 Type or enter data at a speed necessary for successful job performance.
 Plan and organize work to meet schedules and changing deadlines.

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work independently and effectively in the absence of supervision.~~

~~Present complex technical information both orally and in writing.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality

- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, public administration, or a related field.

Experience:

Three (3) years of increasingly responsible experience providing technical and administrative support in a related program area.

License/Certificate:

Possession of a valid driver's license.

Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field, an Associate's degree or sixty (60) semester units with major course work in accounting, finance or a related field and five (5) years of increasingly responsible experience providing technical and administrative support in a related program area is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Schedule/Catalog Data Specialist

SCHEDULE/CATALOG DATA SPECIALIST

RANGE: 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Prepares, organizes, enters data for, and formats the College's class schedules; ~~prepares, organizes, and formats the annual College catalog; maintains course and section data related to assigned publications in Datatel including MIS data element reporting, academic programs, TOPS code analysis, and prerequisite checking.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, develops, organizes, ~~and~~ coordinates, and builds timelines for the preparation of the schedule of classes for all terms ~~annual fall, spring, and summer schedule of classes.~~
2. ~~Consults~~ Collaborates and coordinates with department heads, division deans, and other College personnel on matters related to preparation of class schedules and catalog.
3. Produces and formats ~~printed~~ fall, spring, and summer schedule of classes.
4. Plans, develops, organizes, and coordinates ~~timelines for~~ the preparation of the annual college catalog; ~~produce and format designs and develops~~ the annual ~~printed~~ college catalog.
5. ~~Maintains academic programs in Datatel.~~ Enters and maintains data and information related to academic programs, Taxonomy of Programs (TOPS) code analysis, and prerequisite checking; enters and maintains course and section data.
6. Performs duties related to course maintenance; enters and updates course data ~~in Datatel~~ from Board document.
7. Participates in processes to track enrollment; produces reports during weeks prior to and up to semester start dates to track enrollment.
8. Maintains staff changes and updates information needed on a daily basis ~~as a back up to other staff in the Office of Instruction.~~
9. Checks prerequisites for Division/Departments; investigates and resolves problems and errors in Division/Department data as needed.
10. ~~Works with District Computing Services~~ Perform duties related to Management Information Systems (MIS) data element reporting; collaborates with technology services to correct and re-submit MIS data element reports to the State.
11. ~~Works in coordination with the Dean of Occupational Education and District Computing Services~~ Collaborates with other departments to conduct TOPS code analysis and ~~works in coordination with the Dean of Occupational Education to~~ review certificates and programs.
12. ~~Checks prerequisites for Divisions/Departments.~~

13. Plans, develops, and organizes annual bids and quotes for the schedule of classes and catalog production.
14. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles of organization and timeline preparation.~~
~~District organization, operations, policies, terminology, rules, programs, and objectives.~~
~~Public relations principles and techniques.~~
~~Principles of business letter writing and basic report preparation.~~
~~Principles and practices used to establish and maintain files and information retrieval systems.~~
~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Organize and coordinate the preparation and production of major projects.~~
~~Prepare and coordinate with Divisions/Departments the process of schedule building and catalog development.~~
~~Gather and compile data in written, tabular, and graphic form.~~
~~Critically review source data and detect and correct errors.~~
~~Manipulate data, format reports, and publish final documents.~~
~~Perform mathematical computations of moderate difficulty.~~
~~Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities.~~
~~Interpret and apply administrative and departmental policies and procedures.~~
~~Independently prepare correspondence and memoranda.~~
~~Implement and maintain standard filing systems.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Work independently in the absence of supervision.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Meet critical deadlines while working with frequent interruptions.~~
~~Work cooperatively with other departments and divisions, District officials, and outside agencies.~~
~~Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.~~
~~Understand and follow oral and written instructions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade~~ high school supplemented by fifteen (15) semester units of college level course work in information systems, business administration, public administration, or a related field.

Experience:

Three (3) years of responsible administrative and secretarial experience including experience involving responsibilities related to the preparation of college catalog and class schedules or similar documents.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Board Approved Revision: March 15, 2001

Johnson & Associates Revised: January 2007

Secretary I/II

Secretary I/Secretary II

ADMINISTRATIVE ASSISTANT I

RANGE: 33

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of difficult and complex general administrative, and clerical and difficult and complex secretarial duties in support of assigned program area. provides support and assistance to administrative, academic, and classified staff; serves as a liaison between the assigned area and assigned supervisor and other staff, the general public, students, and other campus and community officials; and provides a wide variety of reference and resource information related to assigned function or program area.~~

DISTINGUISHING CHARACTERISTICS

~~The Secretary series is distinguished from the Office Assistant series by the direct secretarial support it provides to a program area including providing general administrative and secretarial support to professional or management staff. It is further distinguished from the Administrative Secretary classification in that the Administrative Secretary class is responsible for providing support to senior management staff with responsibility for a large/complex administrative, academic affairs, or student~~

affairs program area. The Administrative Secretary classification typically reports to and is the primary position supporting a Dean-level administrator or provides advanced journey-level secretarial support to executive or management staff.

Secretary I—This is the first level in the secretarial series and is responsible for performing the more routine and less complex secretarial and general administrative assignments while learning District policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Secretary II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher-level supervisory or management staff.

Secretary II—This is the journey level classification in the secretarial series. Employees within this class are The Administrative Assistant I classification is distinguished from the Secretary I Administrative Clerk classification position by the performance of the full range of general administrative and complex secretarial duties including recording and taking meeting notes, purchasing and budgeting, as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the program area work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Performs secretarial and administrative support duties for assigned supervisor and program area; relieves assigned supervisor and other staff of a variety of clerical, technical, and administrative details.~~
2. Performs a variety of administrative support duties to assist the supervisor in meeting reporting requirements, functional responsibilities, and research objectives; ~~coordinates the office work of the supervisor and/or program area; develops schedules related to office/department activities and services; reviews, updates, and informs~~ assigned supervisor and others of essential timelines; coordinates the flow of activities through the office in relation to priorities and schedules; ~~assures the timely completion of work in accordance with established policies, procedures, and standards.~~
3. ~~Utilizes electronic technology to correspond with others and to~~ Develops and maintains assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other areas. ~~divisions and departments.~~

4. ~~Facilitates communications between assigned supervisor, other administrators, students, academic and classified faculty, staff, other offices, educational institutions, public agencies, and the general public;~~ Interacts and relays information, questions, and decisions regarding supervisor's area of assignment; ~~responds to routine questions and requests for information;~~ prepares ~~oral and written preliminary responses to correspondence~~ for assigned supervisor's approval.
5. Provides ~~staff~~ support ~~for supervisor in meetings and to standing and ad hoc~~ committees ~~and other groups~~ as assigned; attends meetings and take notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
6. Performs a variety of clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; receives and processes invoices; maintains a variety of accounting records, logs, and files; compiles information and data for statistical and financial reports; checks and tabulates data.
7. Assists supervisor in budget administration; tracks budget activity and resolves budget issues and problems; posts, monitors, and tracks invoices and other expenditures; ~~processes budget/expense transfers;~~ prepares purchase requisitions.
8. ~~Participates~~ Assists in payroll processing functions for assigned area including to prepare payroll forms and maintain records for timesheets and various authorizations.
9. Orders ~~office~~ supplies and ~~equipment materials~~ as ~~needed directed;~~ ~~assures~~ oversees their timely receipt and storage; ~~schedules maintenance and repairs as needed assures proper functioning of office equipment.~~
10. ~~Answers phones and~~ Responds to routine questions and requests for information ~~from administrative, management, academic, and/or classified staff and the general public; communicates information in person, via email, or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.~~
11. ~~Trains and provides work direction to assigned student workers, clerical assistants, and other staff as assigned.~~
12. Establishes and maintains ~~complex,~~ interrelated filing systems ~~including confidential files;~~ collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.
13. Types, formats, proofreads, duplicates, and distributes a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials. ~~according to established procedures, policies, and standards; types from rough draft, verbal instructions, or transcribing machine recordings; composes correspondence related to area of assignment.~~
14. Assists in preparing Board agenda items in assigned area and provides supporting documents as necessary. ~~assures assigned supervisor receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested.~~
15. Receives mail and identifies and refers matters to the supervisor in order of priority.
16. ~~Utilizes various computer applications and software packages;~~ Enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
17. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles, practices, and procedures of business letter writing.~~
~~Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.~~
~~Principles and practices used to establish and maintain files and information retrieval systems.~~
~~Basic research methods and techniques.~~
~~Basic mathematical concepts.~~
~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~
~~Interpersonal skills using tact, patience, and courtesy.~~
~~Work organization and basic office management principles and practices.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~
~~Oral and written communication skills~~

Ability to:

~~Learn and understand the organization and operation of the assigned office and/or department as necessary to assume assigned responsibilities.~~
~~Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.~~
~~Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.~~
~~Research, compile, analyze, and interpret data.~~
~~Independently compose and prepare routine correspondence and memoranda.~~
~~Prepare a variety of clear and concise administrative and financial records.~~
~~Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.~~
~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~
~~Use sound judgment in recognizing scope of authority.~~
~~Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.~~
~~Implement and maintain filing systems.~~
~~Train and provide work direction to others.~~
~~Establish, review, and revise office work priorities.~~
~~Plan and organize work to meet schedules and changing deadlines.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work effectively with minimal supervision.~~

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Secretary I

Education/Training:

~~Equivalent to the completion of the twelfth grade supplemented by specialized training in secretarial science, office automation, or a related field.~~

Experience:

~~Two years of increasingly responsible clerical experience preferably including experience providing secretarial support to a program area and/or management staff.~~

Secretary II

Education/Training:

~~Equivalent to the completion of high school the twelfth grade supplemented by specialized training in secretarial science, office automation, or a related field.~~

Experience:

~~Two~~ Three (3) years of responsible secretarial experience involving a high level of public contact; ~~and use of computer and office applications, and providing secretarial support to a program area and/or management staff comparable to a Secretary I with the San Bernardino Community College District.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Sports Information Specialist

SPORTS INFORMATION SPECIALIST

RANGE: 26

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of duties in support of the ~~San Bernardino Valley~~ college's physical education and sports information programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Prepares and distributes athletic contest statistics including team and individual performance statistics; ensures the preparation and maintenance of accurate data sets, photo files, and data for information returned for the physical education and athletic departments.
2. Plans and coordinates the preparation and distribution of physical education and athletic publications including sports brochures, program brochures, media guides, newsletters, weekly releases, special news spots, game results, and related publications for both physical education and athletics.
3. Prepares and issues public relations and media pieces to support and promote the physical education and athletic departments and athletic and physical education events.
4. Responds to information request from the news media, conference offices, **Strategic Concepts in Organizing & Policy Education (SCOPE)**, **National Collegiate Athletic Association (NCAA)**, and other sports information officers; provides accurate and complete information in a timely manner.
5. Maintains the Physical Education and Athletic Department web page.
6. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Journalistic style of writing for publications; sports writing desirable.~~

~~Publication design and copywriting principles and practices.~~

~~Principles, practices, and techniques of distributing information for mass media communications.~~

~~Basic principles and practices of public relations and marketing.~~

~~Media relations techniques and College physical education and athletics strategies.~~

~~Community College SCOPE, physical education, and athletic programs and procedures.~~

~~Pertinent federal, state, and local codes, laws, and regulations including sporting rules and regulations.~~

~~Internet operation including basic web maintenance for both physical education and athletics.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles and procedures of record keeping and filing.~~
~~Principles and practices used to establish and maintain files and information retrieval systems.~~
~~Principles of business letter writing and report preparation.~~
~~Principles of training and work direction.~~
~~Basic mathematical principles used in statistical computations.~~
~~English usage, spelling, grammar and punctuation.~~

Ability to:

~~Participate in the preparation and distribution of sports information publications.~~
~~Write sports press releases and copy for sports publications.~~
~~Assist in implementing college sports information goals, objectives, policies, and procedures.~~
~~Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on issues in area of responsibility.~~
~~Maintain photographic files (prints and negatives).~~
~~Learn to interpret and apply College policies and procedures.~~
~~Compute statistics and maintain accurate records.~~
~~Organize data, maintain records, and prepare reports.~~
~~Update and maintain web site and web pages.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Work independently in the absence of supervision.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade~~ high school supplemented by twelve (12) units of college level course work in communications, journalism, sports writing, or a related field.

Experience:

Two (2) years of journalism experience.

Equivalency Provision:

In the absence of twelve (12) units of college level coursework in communications, journalism, sports writing, or a related field, equivalent to the completion of high school and three (3) years of journalism experience is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Switchboard Operator

Abolished. To be reclassified into a classification within the clerical series.

~~SWITCHBOARD OPERATOR~~

~~RANGE 25~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

~~SUMMARY DESCRIPTION~~

~~Under general supervision, operates a central telephone system; answers incoming calls; evaluates calls and relays to appropriate office or person; routes emergency calls and telephone threats to emergency personnel; provides general information and assistance; and performs routine clerical tasks.~~

~~REPRESENTATIVE DUTIES~~

The following duties are typical for this classification.

- ~~1. Receives and answers incoming calls on central telephone system including routine and emergency calls; evaluates described problem or situation to determine appropriate action and/or office or person to relay call to; relays calls as appropriate.~~
- ~~2. Routes emergency instructions as necessary; receives and responds accordingly to incoming telephone threats; may enter calls into computer system via a CRT terminal for dispatch; may operate police dispatch radio or paging system; may research various data banks to obtain information requested by law enforcement personnel; transfers fire, medical, and other calls to appropriate agencies; maintains log of events.~~
- ~~3. Answers routine questions and provides information and assistance to callers including to provide general information regarding location and/or hours of operation for campus activities and campus personnel; provides information related to District organization and name of District or campus personnel; provides general information regarding District and College regulations and policies.~~
- ~~4. Maintains current listing of office and individual phone extensions; maintains awareness of alternate or message extension numbers; may take messages.~~
- ~~5. May maintain various directories including community directories to provide general information and assistance; coordinates with other District offices in updating telephone directories for the College and District to reflect new and departing employees.~~
- ~~6. Orders and distributes telephone books to campus offices.~~
- ~~7. Maintains a variety of records; may prepare routine reports.~~
- ~~8. Performs general office and clerical duties in support of assigned office.~~
- ~~9. Notifies telephone company when telephone installation or repair is needed for public phones.~~
- ~~10. May distribute keys for evening employees.~~
- ~~11. May train and supervise student workers or substitutes.~~

12. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operating characteristics of a multi-line switchboard console.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~
~~Basic principles and practices used to establish and maintain files and information retrieval systems.~~
~~Basic principles, practices, and procedures of record-keeping.~~
~~Basic mathematical concepts.~~
~~Work organization principles and practices.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.~~
~~Learn, understand, interpret, and apply general administrative and office policies and procedures.~~
~~Operate a telephone switchboard including under stressful or emergency situations with calm and good judgment.~~
~~Perform a variety of general office support/clerical duties and activities of a general nature for an assigned office.~~
~~Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from students, staff, the general public, press, or other agencies; effectively present information in person or on the telephone to students, staff or the public.~~
~~Use sound judgment in recognizing scope of authority.~~
~~Maintain current knowledge of campus events and locations.~~
~~Compile and organize data and information.~~
~~Maintain filing systems.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~**Education and Experience Guidelines**—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

~~**Education/Training:**~~

~~Equivalent to the completion of the twelfth grade.~~

~~**Experience:**~~

~~Some experience in the operation of a switchboard or completion of recognized training in the operation of a state-of-the-art telephone system.~~

~~**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is performed primarily in a standard office setting; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.~~

~~**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

~~Johnson & Associates Revised: January 2007~~

Workforce Grant Assistant

~~WORKFORCE GRANT ASSISTANT TECHNICIAN~~

~~RANGE: 21 34~~

~~Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.~~

~~This is a part-time, non-benefitted, categorically funded position and is contingent upon the availability of funds and "life of the grant".~~

~~SUMMARY DESCRIPTION~~

~~Under general supervision, Performs a variety of clerical and record keeping duties as required by various grant funding sources such as the County of San Bernardino Workforce Investment Board, The State Chancellors' Office and the Employment Training Panel. This part-time position reports to the Project Manager of the grants.~~

Performs specialized duties related to developing and monitoring grant budgets, preparing a variety of budget and grant reports, preparing special reports and correspondence, and maintaining accurate and orderly financial and other grant-related records.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Receives office and telephone callers and refers callers to appropriate staff.~~
2. Generates, compiles, enters, maintains, tracks, and reports on a variety of grant data.
3. ~~Reviews grant materials, applications, records, files, and reports.~~ Assists with the assembly of grant application documentation; maintains accurate records in compliance with grant policies and requirements.
4. Assists in the preparation and production of training materials related to assigned grant activities.
5. ~~Types and word processes~~ Generates grant related documents, correspondence, and reports.
6. Assists with planning, ~~promoting,~~ and hosting various onsite and offsite events, meetings, and trainings related to assigned grants.
7. Participates in orientations and other activities related to assigned grants.
8. ~~Receives, sorts, and distributes mail.~~
9. Provides ~~program~~ information and documentation as needed as related to assigned grants ~~to students and the general public.~~
10. Assists participants with completing program assessments and surveys.
11. Maintains physical and electronic records and files for grant programs in compliance with applicable regulations and policies; maintains tracking record of program equipment.
12. ~~Maintains attendance records and student files appropriate to each grant.~~
13. Maintains calendar of grant related activities; submits facility requests for grant related activities as needed, ~~meetings and events for the Project Manager.~~
14. Monitors and updates website; refers concerns or issues to technology services.
15. ~~Maintain~~ Reviews grant expenditure records; provide data for budget estimates; ~~and provides data to support accounts payable and receivables~~ prepares and reviews purchase orders, processes invoices, collects and processes other grant related forms.
16. ~~May perform routine backup in reception and mail distribution for assigned department, registration or perform other clerical activities as needed.~~
17. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Basic office procedures and methods.~~
~~Basic principles and procedures of record keeping and filing.~~
~~Basic principles and techniques used in public relations.~~
~~Methods and techniques of proper receptionist and telephone etiquette.~~
~~Basic inventory and purchasing processes and procedures.~~
~~Basic mathematical concepts.~~
~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Learn and understand the operations of assigned program area.~~
~~Learn, understand, interpret and apply office policy and procedures.~~
~~Operate office equipment including telephone, computers and supporting word processing.~~
~~Perform routine record keeping and report writing duties.~~
~~Work independently and collaboratively.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the ~~twelfth-grade~~ high school supplemented by twelve (12) units of college level coursework in business or a related field.

Experience:

~~One-year~~ Two years (2) of clerical experience.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Revised: January 14, 2010

Board Approved: November 2009

BUSINESS/FISCAL SERVICES

Account Clerk I

Abolished. Incumbents to be reclassified to Account Clerk II (Account Technician).

ACCOUNT CLERK I

RANGE 26

SUMMARY DESCRIPTION

~~Under supervision, performs a variety of clerical accounting work in connection with the validation, examination, coding, reconciliation, and recording of fiscal, financial, and statistical records.~~

~~This is the entry-level class in the Account Clerk series and is characterized by the performance of tasks of a limited scope involving a practical application of established procedures and policies. Items processed are typically in the same form, require the same kind of examination, and deal with substantially the same types of supporting documents; or items may be varied, but of a less difficult nature. Assignments general include either complex but similar processes with some responsibility for the overall record keeping system or varied and less difficult processes with little or no responsibility for the overall record keeping system. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Account Clerk II level and exercise less independent discretion and judgment in matters related to work procedures and methods. In addition, this class is distinguished from the Account Clerk II by the latter's responsibility for applying and interpreting standards to a record keeping system in which knowledge of regulations governing a specific operating program is required.~~

REPRESENTATIVE DUTIES

- ~~1. Performs a variety of clerical accounting duties in support of assigned accounting system, function, or program area including in the areas of accounts receivables, accounts payable, payroll, and assisting in maintaining general and subsidiary ledgers and accounts.~~
- ~~2. Participates in the preparation, maintenance, and verification of a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, records, and files financial data; codes data according to prescribed accounting procedures; resolves discrepancies; maintains various files and records.~~
- ~~3. Assists and responds to questions and requests for information from students, staff, and the general public.~~
- ~~4. Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system.~~
- ~~5. As assigned, assists in payroll preparation and related record keeping; organizes, verifies, calculates hours, and posts timesheets and work reports to assist other staff with payrolls; processes voluntary deductions payments; assists other staff with running, auditing, and filing reports for monthly payrolls; organizes and maintains warrant registers for payroll office; collects, verifies budget classifications according to chart of accounts, reviews rate of pay, beginning and ending dates with Board approval, and inputs information from employees' personnel forms into payroll system; works with other staff as necessary on needed corrections or verifications on personnel forms.~~

6. ~~As assigned, assists in processing accounts payable; reviews and matches purchase orders, purchase order adjustments, invoices, and packing slips for payments; distributes and collects invoices through campuses for timely payment of debts; copies and sends audited batches School Claims; inputs batches, balances, and audits reports for payment; reviews and logs District and campus warrants for distribution; maintains files and information; records warrant information and mails warrants out for payment.~~
7. ~~As assigned, collects and processes money for assigned areas including monies from various offices for bank deposit; verifies and prepares cash and check deposits with appropriate deposit slips and documentation for various bank accounts.~~
8. ~~Performs a variety of general office support tasks in support of assigned operations; answers phones; receives and processes mail; assists and backs up other staff and functions; copies and distributes documents; operates a variety of office equipment; troubleshoots and maintains office equipment.~~
9. ~~Performs related duties as required.~~

QUALIFICATIONS

Knowledge of:

~~Clerical accounting principles and practices used in financial record keeping and reporting.~~

~~Principles and practices used in establishing and maintaining files and information retrieval systems.~~

~~Methods and techniques of coding, verifying, balancing, and reconciling accounting records.~~

~~Basic principles and practices of fiscal, statistical, and administrative record keeping.~~

~~Mathematical principles.~~

~~English usage, spelling, grammar, and punctuation.~~

~~Methods and techniques of effective customer service.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.~~

~~Basic governmental accounting principles and procedures is desirable.~~

Ability to:

~~Perform a variety of clerical accounting duties in support of assigned accounting system, function, or program area.~~

~~Perform a variety of routine accounting, fiscal, and statistical record keeping duties including to maintain a variety of records and files.~~

~~Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.~~

~~Learn to review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.~~

~~Learn District accounting system requirements and procedures.~~

~~Learn operations, services, and activities of assigned accounting system, function, or program area.~~

~~Learn pertinent federal, state, and local laws, codes, and regulations.~~

~~Exercise tact and judgment in responding to inquiries and resolving complaints and problems.~~

~~Type and enter data at a speed necessary for successful job performance.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Education and Experience Guidelines—~~

~~Education/Training:~~

~~Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting, bookkeeping, or a related field; some college level course work is desirable.~~

~~Experience:~~

~~One year of clerical experience that includes experience in the maintenance and posting of accounting, financial, and/or statistical records.~~

~~PHYSICAL DEMANDS AND WORKING ENVIRONMENT~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~Environment:~~ ~~Work is performed primarily in a standard office setting.~~

~~Physical:~~ ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

~~Vision:~~ ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~Hearing:~~ ~~Hear in the normal audio range with or without correction.~~

Johnson & Associates Revised: January 2007

Account Clerk II

ACCOUNT ~~CLERK-II~~TECHNICIAN

RANGE: 30 34

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, performs~~ Performs a variety of specialized clerical accounting work ~~of a difficult nature~~ in connection with the validation, examination, coding, reconciliation, and recording of fiscal, financial, and statistical records.

~~This is the journey level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of duties as assigned including responsibility for a single large segment of an accounting or record keeping system and the performance of duties requiring a broad knowledge of clerical accounting/fiscal methods and systems. Assigned duties require the application and interpretation of standard methods to a record keeping system in which knowledge of~~

~~regulations governing specific operating programs is required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of responsible clerical accounting duties in support of assigned accounting system, function, or program area including in the areas of accounts receivables, accounts payable, ~~payroll~~, and maintaining general and subsidiary ledgers and accounts.
2. Prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
3. Assists in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data to assist staff in the preparation of reports and recommendations; prepares routine financial, accounting, budgetary, and statistical studies and reports.
4. Posts, adjusts, and reconciles internal accounts and balances to centralized accounting records; allocates funds to correct accounts in a large accounting system based on specific knowledge of the accounting system involved; ~~uses judgment in balancing and reconciling balances and reconciles~~ differences within the record keeping system, resolving most problems without assistance.
5. Assists and responds to questions and requests for information from students, staff, and the ~~general~~ public; provides detailed explanations and interpretations of rules and regulations as related to area of assignment.
6. Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.
7. ~~As assigned, processes~~ **Processes** accounts receivable; prepares invoices and maintains accounts receivable records; maintains accounts receivable aging information; collects accounts receivables.
8. ~~As assigned, processes~~ **Processes** accounts payable; reviews and processes accounts payable related documentation; processes payments and matches invoices to purchase orders, receivers, and other documentation; audits invoices for mathematical accuracy, completeness, and legality; resolves discrepancies; processes adjustments, deductions, discounts, and correct and applicable sales tax; ensures that payments are made in accordance with District policy; assigns batch numbers to purchase orders/invoices and inputs payment information into system; issues checks and prepares check vouchers for assigned accounts; maintains vendor files and information.
9. ~~As assigned, receives~~ **Receives** contracts where the District has entered into agreements to pay for specific services; receives, reviews, and processes claims for payment in accordance with contract stipulations; assures proper approval and documentation are received.

10. ~~As assigned, reviews~~ **Reviews**, audits, and reconciles travel advance requests and travel expense claims; audits travel documents for accuracy, completeness, validity, and compliance with District policies.
11. ~~As assigned, collects~~ **Collects** and processes money for assigned areas; receipts payments from students for various fees; prepares receipt requests for outstanding advances to ensure all outstanding receipts are received in a timely manner; **issues refunds**.
12. ~~As assigned, verifies~~ **Verifies** and prepares cash and check deposits with appropriate deposit slips and documentation for various bank accounts; verifies deposits by other departments/staff as assigned.
13. ~~As assigned, assumes responsibility for refund processing; interacts with students/staff to analyze and resolve complex problems on fee refunds.~~
14. ~~As assigned, performs~~ **Performs** revolving cash transactions; prepares and types various checks; processes reimbursement of revolving cash fund.
15. ~~As assigned, distributes~~ **Distributes** checks to students, faculty, and staff.
16. ~~As assigned, assists in payroll preparation and related record keeping; verifies, corrects, records, copies, and sends time sheets to payroll for assigned staff.~~
17. ~~May serve in a lead capacity over others allocated to the lower classification levels.~~
18. ~~Performs a variety of general office support tasks in support of assigned operations; assists and backs-up other staff and functions; prepares, reviews, formats, edits, copies, and distributes documents; operates a variety of office equipment; troubleshoots and maintains office equipment.~~
19. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of assigned accounting system, function, or program area.~~

~~Responsible clerical and routine technical accounting principles and practices used in financial record keeping and reporting.~~

~~Basic governmental accounting principles and procedures and District accounting system requirements and procedures.~~

~~Principles and practices used in establishing and maintaining files and information retrieval systems.~~

~~Methods and techniques of coding, verifying, balancing, and reconciling accounting records.~~

~~Principles and practices of fiscal, statistical, and administrative record keeping and reporting.~~

~~Basic account auditing principles and practices.~~

~~Mathematical principles.~~

~~Business letter writing and basic report preparation.~~

~~English usage, spelling, grammar, and punctuation.~~

~~Methods and techniques of effective customer service.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.~~

~~Pertinent federal, state, and local laws, codes, and regulations.~~

Ability to:

~~Perform a variety of responsible clerical and routine technical accounting duties in support of assigned accounting system, function, or program area.~~

~~Perform a variety of accounting, fiscal, and statistical record keeping duties including to maintain and reconcile a variety of records and files.~~

~~Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.~~

~~Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.~~

~~Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.~~

~~Understand, interpret, and apply general and specific administrative and departmental policies and procedures.~~

~~Understand and apply pertinent laws, codes, and regulations as well as organization and department rules, policies, and procedures with good judgment.~~

~~Exercise tact and judgment in responding to inquiries and resolving complaints and problems.~~

~~Type and enter data at a speed necessary for successful job performance.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Work independently in the absence of supervision.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals

- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade high school~~ supplemented by ~~6~~ twelve (12) units of college level course work in accounting, bookkeeping, or a closely related field.

Experience:

Two (2) years of increasingly responsible clerical and technical accounting experience including experience with automated accounting systems ~~comparable to an Account Clerk-I with the San Bernardino Community College District.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Accountant

ACCOUNTANT

RANGE: 36 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, performs~~ Performs a variety of complex and difficult clerical, varied technical, and limited paraprofessional intermediate level accounting duties involved in performing responsible financial record keeping and reporting duties ~~in support of assigned accounting function, program, or area; participates in the establishment and maintenance of an accounting system requiring the use and implementation of technical accounting principles and procedures; performs analysis of fiscal records and prepares various statements and reports.~~

DISTINGUISHING CHARACTERISTICS

~~This is the journey level class within the Accountant series. Employees within this class are~~ The Accountant classification is distinguished from the Account Clerk # Technician classification by the level of responsibility assumed and ~~the complexity scope~~ of duties assigned. ~~Positions allocated to the Accountant level~~ Employees perform the full range of technical duties as well as limited paraprofessional accounting duties requiring the independent use and implementation of technical accounting principles and procedures. ~~Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.~~ Work requires judgment in the interpretation of policies, procedures, and guidelines and may require the development of recommendations consistent with policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of ~~complex and difficult~~ clerical, varied technical, and limited paraprofessional accounting duties in support of assigned accounting system, function, or program including in the areas of accounts receivables, accounts payable, payroll, and maintaining general and subsidiary ledgers and accounts.
2. Prepares a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data to assist staff in the preparation of reports and recommendations; prepares routine financial, accounting, budgetary, and statistical studies and reports.
3. Prepares, maintains, analyzes, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.

4. Posts, examines, adjusts, balances, and reconciles accounting records; allocates funds to correct accounts in a large accounting system based on specific knowledge of the accounting system involved; locates and resolves problems and determines corrective entries; uses judgment in balancing and reconciling differences within the record keeping system, resolving most problems without assistance.
5. Maintains statistical, bookkeeping, and accounting control records; makes journal entries, posts to general and subsidiary ledgers, prepares trial balances, closes and balances accounts, and prepares reconciliation for several specialized and complicated accounts with the District.
6. Assists and responds to questions and requests for information from students, staff, and the **general public**; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretations of laws, rules, and regulations and well as policies and procedures related to area of assignment.
7. Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.
8. ~~As assigned, collects~~ **Collects** financial data in order to prepare bank reconciliation and financial statements for assigned funds; prepares bank reconciliation to calculate cash position of fund; monitors on-line banking for completion of anticipated transactions; coordinates relationships with banks to plan and provide for the implementation of new technology and services for District use.
9. ~~As assigned, administers~~ **Oversees the** processes related to student overpayments of financial aid; places holds on student accounts as directed for repayment; removes hold upon receipt of payment or as authorized by management.
10. ~~As assigned, reconciles~~ **Reconciles** cash receipts with deposit report for assigned operations and audit to daily sales; examines and conducts reconciliation and journal entries cash receipts for assigned operations; compiles cash receipt report and evaluates with deposit for assigned operations to support bank reconciliation; conducts journal entries and adjustment entries for assigned operations.
11. ~~As assigned, provides~~ **Provides** financial information to various managers in order to assist management in the management of their overall operation; audits and assists management from various units with accounting practices and compliance with **Generally Accepted Accounting Principles (GAAP)** rules and procedures.
12. ~~As assigned, collects~~ **Collects** sales data, prepares sales tax reports, and report sales tax to State Board of Equalization for assigned operations.
13. ~~As assigned, maintains~~ **Maintains** students files for students in the Perkins Loan program; updates student information with current status, deferments/cancellations, payments, and related information; prints Perkins Loan checks; updates information to and from the agency used to help with billing and correspondence of the Perkins Loan borrowers; compiles listing of students for Perkins Loan exit interview packets and prepares packets to be mailed to students.
14. ~~As assigned, coordinates~~ **Coordinates** with the Financial Aid Office to project disbursement amount for the week; processes checks for **various grants and/or programs, such as Pell, Supplemental Education Opportunity Grant (SEOG), Cal Grant, Extended Opportunity Programs and Services (EOPS), and College Access and Readiness for Everyone (CARE)**; withholds funds from student's check to cover fees owed the District; receives requests for disbursement of scholarship money and prints scholarship checks.

15. ~~As assigned, prepares~~ Prepares the bank reconciliation for various programs, such as the Perkins Loan, Cal Grant, EOPS, CARE, Scholarship, and Emergency Loan accounts.
16. ~~As assigned, maintains~~ Maintains records related to outstanding District invoices; mails notices for past due invoices; submits delinquent payroll invoices to collection agency; collects paid invoices and files.
17. ~~As assigned, coordinates~~ Coordinates the disbursement of financial aid checks.
18. ~~Within the limits of the classification, assists~~ Assists in controlling operations of various segments of the accounting system; assists staff in implementing and completing a variety of computer data entries; provides support ~~and instruction~~ to staff, ~~and~~ resolves problems with accounting systems entry and maintaining records.
19. ~~Performs a variety of other duties in support of department operations; assists and backs-up other staff including to serve as backup cashier; participates in special projects as assigned.~~
20. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of assigned accounting system, function, or program area.~~

~~Generally accepted accounting principles and practices.~~

~~Complex and difficult clerical, varied technical, and limited paraprofessional accounting principles and practices used in difficult and complex financial record keeping and reporting.~~

~~Procedures, policies, rules, and practices affecting the development, maintenance, and control of fiscal record keeping systems.~~

~~Basic governmental and/or fund accounting principles and procedures and District accounting system requirements and procedures.~~

~~Principles and practices used in establishing and maintaining files and information retrieval systems.~~

~~Methods and techniques of coding, verifying, balancing, and reconciling accounting records.~~

~~Principles and practices of fiscal, statistical, and administrative record keeping and reporting.~~

~~Basic account auditing principles and practices.~~

~~Mathematical principles.~~

~~Business letter writing and basic report preparation.~~

~~English usage, spelling, grammar, and punctuation.~~

~~Methods and techniques of effective customer service.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.~~

~~Pertinent federal, state, and local laws, codes, and regulations.~~

Ability to:

~~Perform a full range of complex and difficult clerical, varied technical, and limited paraprofessional accounting duties in support of assigned accounting system, function, or program area.~~

~~Perform the full range of accounting, fiscal, and statistical record keeping duties including to maintain and reconcile a variety of complex records and files.~~

~~Analyze and review financial records, reports, and related documents, identify discrepancies, and~~

~~resolve complex problems related to assigned area of responsibility.~~
~~Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.~~
~~Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.~~
~~Understand, interpret, and apply general and specific administrative and departmental policies and procedures.~~
~~Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.~~
~~Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems.~~
~~Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.~~
~~Type and enter data at a speed necessary for successful job performance.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Work independently in the absence of supervision.~~
~~Understand and follow oral and written instructions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing

- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving

- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of high school and ~~60~~ twenty-four (24) units of college level course work including ~~20 units~~ in accounting, bookkeeping, or a related field.

Experience:

Three (3) years of increasingly responsible clerical and technical accounting experience including experience with automated accounting systems.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 25, 1994

Johnson & Associates Revised: January 2007

Budget Analyst

BUDGET ANALYST

Range 54

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction of the assigned administrator~~ Performs a variety of ~~complex and~~ technical budget analysis functions; provides advice and technical assistance with cost analysis, fiscal allocation and budget preparation; ~~conducts budget and financial studies, prepares various statements and reports; performs a variety of duties in support of collective bargaining process, budgeting and financial reporting.~~

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of ~~complex and~~ technical budget analysis; ~~compiles~~ and analyzes data, prepares financial, budgetary and statistical studies and reports.
2. Assists in the development of ~~the~~ budget calendar or schedule; ~~;- aids in~~ developing budget worksheet instructions, ~~and ;- helps~~ in the preparation of District budget; produces budget worksheets; reviews ~~compiles~~ budget worksheets for accuracy and completeness; presents budget materials to ~~Director of Fiscal Services~~ appropriate administrator for review.
3. Processes and maintains all files for budget transfers and budget adjustments and provides all necessary documentation as required for audits.
4. Performs account analysis for categorical programs; audits all categorical program claims and reports; analyzes and reconciles data for accuracy; gathers necessary signatures.
5. Assists in allocations, tracking and reconciliation of categorically funded budgets; ensures adherence to categorical and contract guidelines; monitors for compliance with District and funding agency policies.
6. Prepares all financial reports for federal, state and local funding sources in accordance with specific formats and established accounting principles; maintains files related to reports.
7. Assists with monitoring of District finances; maintains and reviews District revenues and expenditures; recommends corrective action for negative budget and/or projected negative budgets.
8. Prepares a variety of reports and required and serves as a resource for District staff in obtaining reports and information from the District financial system.
9. Maintains the District-wide position control systems; monitors and assigns proper account and coding.
10. Assists and responds to questions and requests for information from students, staff and the ~~general~~ public; answers questions that involve searching for and abstracting technical data; provides detailed

explanations and interpretation of laws, rules and regulations as well as policies and procedures related to ~~budgets-area-of-assignment~~.

11. ~~Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reporting using spreadsheet software; creates documents using word processing software.~~
12. ~~Within limits of the classification,~~ Assists in controlling operations of various segments of the accounting system; assists staff in implementing and completing a variety of computer data entries; provides ~~instruction,~~ guidance and assistance on budgeting procedures and practices.
13. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Operations, and activities of the District's accounting and budgeting system and program areas.~~
- ~~Generally accepted accounting principles including varied technical accounting principles and practices used in the most difficult and complex financial record keeping and reporting.~~
- ~~Governmental and/or fund accounting principles and procedures and District accounting system requirements and procedures.~~
- ~~Governmental Fund Accounting, chart of accounts and internal/external financial reports.~~
- ~~Principles of budget preparation, analysis and monitoring.~~
- ~~Automated data processing as applied in accounting operations.~~
- ~~Procedures, policies, rules and practices affecting the development, maintenance, and control of fiscal record keeping systems.~~
- ~~Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.~~
- ~~Principles and practices used in establishing and maintaining files and information retrieval systems.~~
- ~~Principles and practices of fiscal, statistical, and administrative record keeping and reporting.~~
- ~~Mathematical principles.~~
- ~~Business letter writing and report preparation.~~
- ~~English usage, spelling, grammar, and punctuation.~~
- ~~Methods and techniques of effective customer service.~~
- ~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.~~
- ~~Oral and written communication systems.~~

Ability to:

- ~~Perform a full range of varied technical, and paraprofessional accounting.~~
- ~~Maintain accounting systems; develop recommendations to improve systems.~~

- ~~Perform the full range of accounting, fiscal, and statistical record keeping duties including to analyze and reconcile a variety of complex records.~~
- ~~Analyze and review financial records, reports and related documents, identify discrepancies, and resolve complex problems related to assigned area of responsibility.~~
- ~~Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.~~
- ~~Understand the organization and operation of the District and f outside agencies as necessary to assume assigned responsibilities.~~
- ~~Understand, interpret, and apply general and specific administrative and departmental policies and procedures.~~
- ~~Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.~~
- ~~Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems.~~
- ~~Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.~~
- ~~Type and enter data at a speed necessary for successful job performance.~~
- ~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Work independently in the absence of supervision.~~
- ~~Understand and follow oral and written directions.~~
- ~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
- ~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel including those with physical or learning disabilities.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- An ~~Associate's~~ Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

Required Experience:

- Five (5) years of increasingly responsible accounting and/or budgeting experience ~~including that includes~~ two (2) years of experience in fund or public agency accounting.

~~Preferred Experience:~~

- ~~• A Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.~~
- ~~• Experience in a California Community College setting.~~

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units from an accredited college or university with major course work in accounting, finance, or a related field and seven (7) years of increasingly responsible accounting and/or budgeting experience, including two years of experience in fund or public agency accounting is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Contracts and Liabilities Specialist

CONTRACTS AND LIABILITY SPECIALIST

Range 53

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction of the Business Manager, the Contracts and Property Liability Specialist~~ Performs a variety of specialized and technical work in the administration of various contracts and property liability claims management, including maintenance of files, records, and reports; and performs a variety of specialized purchasing and fiscal services functions supporting the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Reviews contracts for effectiveness and ensures compliance with Education Code and Public Contract Code, liability factors and usage of clear contract language; **verifies proper procurement documents.**
2. Assists in review of laws and regulations pertaining to contracts and proper liability.
3. Reviews project cost and effect of proposed and/or established contracts provisions, policies, program and activities.
4. Assists in the review and development of contracts for various departments for a wide range of services both for District provided services and for receiving services from others.
5. Prepares and processes service and independent consulting contracts.

6. Assists in training managers, supervisors and administrative staff in contract implementation and processing.
7. Assists in coordination of responses to contracts and property liability claims.
8. ~~Represents area of assignment;~~ Participates on, and provides staff support to a variety of committees, task forces, and boards; develops agenda items and agendas; prepares and presents materials, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.
9. Applies District policies, administrative procedures and other regulations to the area of responsibility.
10. Participates in coordinating assigned activities and functions with other staff, projects and functions as well as local, state and federal agencies/jurisdictions, business partners, and the ~~general~~ public; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.
11. Prepares reports and data for accounting related tasks; gathers information and creates spreadsheets and reports; conducts evaluations and makes recommendations on assigned projects.
12. Coordinates the Fiscal Services Contracts Records Retention Program, updates and maintains the District's Contracts program.
13. Assists in drafting policies and procedures related to contracts and property liability.
14. Assist with procurement processes and compliance.
15. ~~Assists in maintaining a supplier and contract database.~~
16. Assists with the budget process; ~~provides assistance and~~ in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting systems; monitors status.
17. Assists with and responds to questions and requests for information from students, staff and the ~~general~~ public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretation of, rules and regulations as well as policies and procedures related to area of assignment.
18. Utilizes software programs and recommends modifications conducive to increased efficiency.
19. Performs ~~other duties~~ related ~~to the primary job~~ duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Principles and practices of public contract and property claims administration.~~
- ~~Methods, terminology and procedures used in contracts and property claims administration.~~
- ~~Office procedures, methods and equipment including computers and applicable software applications.~~
- ~~Principles and practices of statistical and administrative research and report preparation.~~
- ~~Principles and procedures of record keeping.~~
- ~~Principles of business letter writing.~~
- ~~Principles and practices of customer service.~~
- ~~English usage, grammar, spelling, punctuation, and vocabulary.~~

- ~~Interpersonal skills using tact, patience, and courtesy.~~
- ~~Pertinent federal, state and local laws, codes, and regulations including applicable sections of the State Education Code.~~

Ability to:

- ~~Perform a variety of specialized and technical work in the administration of various contracts and property claims.~~
- ~~Coordinate the District's contracts management program.~~
- ~~Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Interpret and apply a variety of contracts, rules, laws and policies.~~
- ~~Compile detailed information and prepare clear and concise reports.~~
- ~~Exercise independent judgment, discretion and initiative in recognizing scope of authority.~~
- ~~Operate a computer using word processing, applicant tracking and spreadsheet software applications.~~
- ~~Maintain files, records and reports.~~
- ~~Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.~~
- ~~Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations with vendors.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**

- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major coursework in business administration, accounting public administration or a related field. ~~and two (2) years of experience that includes duties related to contracts and claims administration.~~

Experience:

Four (4) years of experience that includes duties related to contracts and claims administration.

~~Or~~

Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major coursework in business administration, accounting public administration or a related field, an Associate's degree from an accredited college or university with major course work in business administration, accounting, public administration or a related field and ~~four (4)~~ six (6) years of experience that includes duties related to contracts and claims administration.

~~Or~~

~~Any equivalent years of experience (6 years).~~

Desirable Desired Education/Experience:

- ~~Master's degree and one (1) year of experience providing technical and administrative support in contracts or property claims administration.~~
- Experience in a public agency preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Environmental Health and Safety Specialist

New classification

ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST

Range 46

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a wide variety of duties related to the environmental and occupational health, emergency planning, safety and loss control management programs and activities of the San Bernardino Community College District.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists in planning and coordination of Environmental Health & Safety (EHS) and occupational safety programs; participates in program development and implementation; coordinates and performs the daily functions of assigned areas of EHS, including accident prevention and control, accident investigation, safety education, analysis and reporting, industrial hygiene, occupational health, and emergency response and safety.
2. Assists in the coordination of District occupational health and safety activities; provides training and increases awareness of health and safety requirements to faculty and staff; assists in the development

of technical and promotional materials to create and increase the District's environmental, health, and safety awareness.

3. Monitors the use of chemicals and/or hazardous materials and appropriate use of personal protective equipment (PPE); ensures environmental compliance and promotes industrial/Chemical hygiene, occupational safety, and fire and life safety.
4. Oversees the disposal of hazardous waste, including biological, chemical and medical waste materials; monitors the collection, storage, transportation and shipping of hazardous waste; conducts inspections of laboratories and facilities to ensure compliance with federal and state regulations.
5. Monitors environmental factors to ensure the health and safety of students, faculty, and staff; measures exposure of all environmental hazards by selecting or devising appropriate methods and instrumentation; provides education and training in safe work practices, precautions, and procedures.
6. Schedules and/or conducts evaluations and inspections to ensure compliance and identify environmental, occupational health and safety hazards; provides recommendations for corrective action.
7. Conducts research and analysis; prepares a variety of reports using statistical and historical data; maintains files and related records.
8. Participates in the application and update of related programs, plans, and procedures, such as the Chemical Hygiene Plan (CHP), Hazard Communication program, hazardous materials inventory and relevant reporting processes or procedures.
9. May serve as point of contact with local, state and federal regulatory agencies; responds to inquiries from faculty, staff, and the public regarding Environmental Health and Safety issues or concerns.
10. Assists in maintaining the District's Environmental, Health and Safety website.
11. Provides recommendations for purchasing of equipment, materials, and supplies; identifies and contacts vendors for various products and services; maintains expenditure records and provides data for budget estimates.
12. Performs other duties related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**

- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university in chemistry, environmental science, or a related field.

Experience:

Three (3) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).

Desired Education and Experience

- Possession of a HAZWOPER certification, OSHA 10 or 30-hour training for construction or general industry.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units from an accredited college or university with major course work in chemistry, environmental science or a

related field and five (5) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and travel from site to site; exposure to fumes and hazardous/toxic materials.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Payroll Accountant

PAYROLL ~~ACCOUNTANT~~ TECHNICIAN

RANGE: ~~37~~ 39

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of technical payroll accounting duties to assure all categories of employees are paid in an accurate and timely manner.; receives, reviews, verifies, and processes various payroll records and documents; interprets and applies state and federal laws, educational codes, regulations, Board policy, and collective bargaining unit provisions; maintains a variety of records and files including records to track various leaves.~~

~~This is the full journey level class within the Payroll Accountant series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions allocated to the Payroll Accountant class level are distinguished from the Senior Payroll Accountant in that positions allocated to the Senior Payroll Accountant level perform the most difficult and responsible types of duties assigned to classes within this series including: serving as a lead worker providing training, guidance, and assistance to other payroll staff and to Human Resources staff; assisting in directing, planning, and organizing the work of the Payroll Office; providing and coordinating payroll services for each campus; and serving as the operational resource in the resolution of the most difficult, complicated, and problematic payroll and personnel related transactions.~~

DISTINGUISHING CHARACTERISTICS

The Payroll Technician classification is distinguished from the Payroll Assistant classification in that employees at this level perform the full scope of payroll processing tasks for the District.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Prepares District payrolls, reports, and related documents including those for classified and academic employees; audits, processes, and balances all adjustments and deductions; ensures accuracy and completeness of time sheets, data records, and adjustment sheets; distributes, holds, or cancels checks as necessary.
2. Utilizes computer systems to input, update, and maintain employee records, reports, and files; researches, calculates, and processes retroactive, manual, and special salary payments; executes a variety of complex computations involving gross pay, retirement, taxes, vacation, sick, and other leave balances, and voluntary deductions.
3. Interprets and applies Education Codes, bargaining agreements, Board actions, laws, and policies as well as County Superintendent of Schools, CALSTRS, CALPERS, and/or District directives to general and specific payroll transactions.
4. Maintains records of employee benefits, 125 plans, tax shelter annuities, and other related records.
5. Provides positive customer service on an on-going basis to all levels of employees and agency representatives; provides payroll-related information to employees, public agencies, businesses, and the ~~general~~ public; compiles and provides confidential payroll/benefit information, as authorized, to loan companies, courts, public agencies, insurance companies, and related agencies.
6. **Maintains a variety of records and files including records to track various leaves; monitors Workers' Compensation and other absences; monitors approvals for payments; docks leave accrual as appropriate after careful analysis of case information.**
7. Monitors eligibility/enrollment in retirement systems; serves as District representative to coordinate retirement requirements.
8. Assists in the preparation of various governmental and specialized reports; utilizes automated financial systems and query tools to extract data from databases.
9. Assists in the analysis of pending and approved state and federal legislation, regulations, agreements, policies, and rules; provides assistance in evaluating and disseminating information related to new payroll and retirement rules, regulations, and guidelines from state and federal regulatory agencies.
10. Provides assistance with the year-end closing; submits correcting entries in accordance with GAAP for erroneous payroll charges and other matters.
11. Provides assistance with external/internal auditor processes as directed.
12. **~~Issues payroll saving bonds.~~ Updates employee information, such as exemptions, transfers, and resignations in order to maintain and update payroll records; issues and records adjustments to employee pay and deductions.**

13. Coordinates activities with and provides assistance to other departments and staff **regarding payroll processes**; assists other staff with specialized **payroll** systems and applications.
14. ~~Attends and participates in professional development and other training programs and sessions; maintains familiarity with~~ Stays current on changes in tax and deduction laws and all aspects and procedures of the District's payroll office including compliance with budget and accounting manuals. ~~develops, presents, and attends training workshops as needed.~~
15. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of financial record keeping, payroll accounting, and auditing.
~~Pertinent federal, state, and local codes, laws, and regulations including those applying to school district payroll accounting and related record management system.~~
 Standard methods, terminology, and practices of bookkeeping, payroll, and financial record keeping.
~~Automated payroll/accounting system.~~
~~Governmental and/or fund accounting principles and practices is preferred.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles and practices used to establish and maintain files and information retrieval systems.~~
~~Basic principles and practices of report preparation.~~
~~Methods and techniques of public relations.~~
~~Mathematical principles.~~
~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Perform a variety of technical payroll accounting duties involving the use of independent judgment and personal initiative.~~
~~Prepare and reconcile pay and personnel related transactions and reports.~~
~~Review detailed numerical records and transactions in order to identify, trace, and correct processing errors.~~
~~Interpret and apply applicable federal, state, and local laws, codes, and regulations.~~
~~Interpret and apply administrative and departmental policies and procedures.~~
~~Compile data, maintain records and files, and participate in the preparation of financial or administrative.~~
~~Implement and maintain standard filing systems.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Work cooperatively with other departments, staff, and outside agencies.~~
~~Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Meet critical deadlines while working with frequent interruptions.~~

~~Exercise good judgment and Maintain confidentiality regarding critical and sensitive information, records, and reports.~~
~~Work independently in the absence of supervision.~~
~~Understand and follow oral and written instructions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer

- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~Equivalent to~~ or the completion of sixty (60) semester units of college level course work, including twenty (20) units in accounting, bookkeeping, or a related field.

Experience:

Three (3) years of ~~clerical~~ technical experience in payroll or accounting report development involving manual and computer assisted processes ~~/bookkeeping experience including two years of experience in payroll records management involving computerized payroll systems.~~

Equivalency Provision:

In the absence of an Associate's degree or sixty (60) semester units, completion of high school and five (5) years of experience in payroll and accounting report development involving manual and computer assisted processes is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Payroll Assistant

New classification

PAYROLL ASSISTANT

RANGE: 31

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Assists with a variety of clerical work in relation to payroll processing and recordkeeping.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists in payroll preparation and related recordkeeping; runs, audits, files, and maintains payroll related reports and documents.
2. Performs a variety of payroll related clerical duties; data entry; answers phones; assists and responds to questions and requests for information from students, staff, and the public; receives and distributes incoming mail; prepares outgoing mail.
3. Utilizes various computer programs and applications to enter and maintain data; audits and reconciles absence and leave data; reconciles payroll transactions in the general ledger.
4. Verifies budget classifications, rates of pay, and employment authorization dates with Board approval.
5. Calculates hours, posts timesheets and absences; inputs information into payroll system; identifies and resolves discrepancies.
6. Receives and processes internal and external requests for verification of employment records.
7. Verifies, sorts, and distributes pay warrants.
8. Receives and processes garnishments; reconciles and processes voluntary deduction payments and benefit premiums.
9. Performs other duties related to the primary job duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**

- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of high school.

Experience:

Two (2) years of clerical experience, that includes experience in the posting and maintenance of payroll or similar records.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Purchasing Agent

PURCHASING AGENT

RANGE ~~40~~ 41

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Plans, organizes, and oversees the purchasing, bidding, and surplus of material, equipment, supplies, and services necessary for the District; ~~purchases quantity items and services economically, efficiently and in accordance with established policies, procedures, and guidelines; and maintains inventory and other purchasing related records.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

DISTINGUISHING CHARACTERISTICS

The Purchasing Agent classification is distinguished from the Purchasing Technician classification in that employees at this level perform the most difficult and responsible types of work such as duties related inventory, bid development, and construction projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of duties involved in the acquisition of supplies, equipment, materials, and services for District departments and operations; assists and make recommendations on products and services; ensures all purchasing activities comply with policies, procedures, rules, and regulations.
2. Develops bid documents and specifications for supplies, equipment and services; establishes dates for the legal advertisement of bid openings, job walks, pre-bid conferences and preconstruction job walks; receives and reviews bids; makes recommendation for the award of bid; maintains bid books for compliance with legal and audit requirements
3. Provides information and assistance to faculty and staff regarding purchase of materials, equipment, and supplies; resolves problems or complaints between suppliers, manufacturers, and the District.
4. Reviews requisitions for proper budget and audits for proper coding; **checks for completeness of contract documents**; determines if requests comply with Ed Codes and other legal requirements; **recommends corrective action when necessary.**
5. **Assists in maintaining a supplier database.**
6. **Assists in the coordination of the District procurement card program and corporate account programs.**
7. Maintains the fixed asset inventory in conjunction with warehouse personnel ensures all capital items are accounted for.
8. Explores alternative sources where major cost savings can be obtained.

9. Prepares agenda items recommending the award of bid and summary of bidders.
10. ~~Supervises Oversees~~ the sale of surplus property; reports the surplus of equipment for all sites for Board approval.
11. Conducts interviews with ~~vendors suppliers~~ regarding purchasing materials, and review specifications.
12. ~~Creates and maintains necessary a variety of~~ records and reports.
13. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a comprehensive purchasing program for an educational institution.~~

~~Methods of purchasing by specification and competitive bidding.~~

~~Principles, practices, methods, and techniques used in purchasing.~~

~~Methods and procedures used in the purchase of college District supplies and equipment.~~

~~Principles and techniques of research.~~

~~Applicable sections of the State Education Code and other applicable laws relating to purchasing.~~

~~Types and sources of supplies, materials and equipment commonly used in a community college district.~~

~~Principles and methods of negotiations.~~

~~Principles, practices, and procedures of inventory and quality control.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Basic principles and practices of accounting.~~

~~Principles of letter writing and basic report preparation.~~

~~Principles and procedures of record keeping and filing.~~

~~English usage, spelling, grammar, and punctuation.~~

~~Oral and written communications skills.~~

Ability to:

~~Effectively purchase a variety of supplies, equipment and materials.~~

~~Interpret laws, rules and regulations as they affect the purchase of District supplies and equipment.~~

~~Develop purchasing specifications.~~

~~Work with incomplete or conflicting data.~~

~~Prepare clear and concise specifications.~~

~~Evaluate prices, terms, discounts and quantities to purchase items cost effectively.~~

~~Operate office equipment including computers and supporting software applications.~~

~~Understand and carry out oral and written directions.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Maintain accurate records and files.~~

~~Make arithmetic calculations quickly and accurately.~~

~~Work independently in the absence of supervision.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade high school~~ supplemented by ~~twenty-four (24) units of~~ college level course work in procurement, business or a related field.

Experience:

Four (4) years of increasingly responsible technical purchasing experience, preferably within a public agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction

Board Approved: March 12, 1992

Johnson & Associates Revised: January 2007

Purchasing Technician**PURCHASING TECHNICIAN****~~RANGE: 31~~**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of technical, specialized clerical duties involved in the purchasing of materials, supplies, equipment, and services as necessary for the District. ~~ensures compliance with established policies, procedures, and guidelines; disseminates information regarding District purchase requisitions, orders, and returns; and maintains a variety of files and records; provides technical support and training to new users of the purchasing system.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Receives **purchase** requisitions and checks for completeness of data and for proper authorizations; performs audit tests, verifies budget, **checks for completeness of contract documents**, and recommends corrective action when necessary; **ensures compliance with established policies, procedures, and guidelines**.
2. Enters purchase orders in data entry system; **mails routes** copies to **vendors suppliers** and distributes supporting documents to involved departments.
3. Processes purchase order change notice requests from departments as necessary.
4. Issues and prints purchase orders and purchase order change notices after final authorization and prepares for management signature.
5. Provides support to managers, departments, employees and **vendors suppliers** regarding the purchasing function and the purchasing computer application; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
6. Maintains a variety of files and logs including master file and log of purchase orders issued; files requisitions and purchase orders.
7. ~~As assigned,~~ Procures supplies and equipment from selected **vendors suppliers**; obtains federal taxpayer identification number **and other** documentation from **vendors suppliers**.
8. Assists in the preparation of bid documents for mailing and compiling of bids.
9. Assists campus personnel with inquiries relating to orders and shipments of goods; follows-up with **vendors suppliers** regarding incomplete and delayed orders; coordinates return of goods and equipment with departments, warehouse, and vendors as necessary.
10. Maintains **vendor supplier** master database and new **vendor supplier** log.
11. **Assists in the coordination of the District procurement card program and corporate account programs.**
12. **Provides support and training to users of the purchasing system** ~~Trains District personnel on purchasing computer system~~ and communicates with support staff and outside agencies to resolve **system** issues.
13. **Authorizes Processes** emergency purchase orders when appropriate.
14. Receives, handles or routes, calls from **vendors suppliers**, salespersons, county offices, staff, and the **general** public.
15. Assists in maintaining and updating the District's fixed asset inventory.
16. ~~Assists warehouse staff in a variety of duties including receiving shipments and organizing site deliveries as necessary.~~
17. Performs **other duties** related **to the primary job** duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, practices, and techniques used in purchasing and warehousing.
 District organization, operations, policies, and objectives, and applicable laws.
 Principles and procedures of record keeping and filing.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Basic mathematical principles.
 Office procedures, methods, and equipment including computers and applicable software applications.
 Interpersonal skills using tact, patience and courtesy.
 Oral and written communications skills.

Ability to:

Perform a variety of clerical purchasing duties relative to assigned area of responsibility.
 Learn the district organization, operations, policies and objectives and applicable laws.
 Learn the operations, procedures and specific rules of the Purchasing Office.
 Perform clerical work in support of the Director and purchasing staff.
 Operate office equipment including computers and supporting software applications.
 Make arithmetic calculations quickly and accurately.
 Operate various office machines such as calculator and typewriter.
 Meet schedules and time lines.
 Type accurately from clear copy.
 Maintain records and logs.
 Perform clerical and financial recordkeeping tasks without close supervision.
 Understand and follow oral and written instructions.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:**Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the ~~twelfth-grade~~ high school.

Experience:

Three (3) years of experience performing a combination of purchasing and financial recordkeeping duties.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: 8/19/99

Johnson & Associates Revised: ~~January 2007~~

Senior Accountant

SENIOR ACCOUNTANT

RANGE 44– 46

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, Performs a variety of technical and paraprofessional, and professional accounting duties involved in performing responsible financial record keeping and reporting duties; participates in the establishment and maintenance of accounting systems requiring the use and implementation accounting principles and procedures; performs analysis of fiscal, financial, and statistical records and prepares various statements and reports.~~

DISTINGUISHING CHARACTERISTICS

~~This is the advanced journey level class in the Accountant series. Positions at this level are~~ The Senior Accountant classification is distinguished from other classes within the accounting series by the level of responsibility assumed and the ~~complexity scope~~ of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the full range of technical and paraprofessional and professional duties including preparing and entering journal entries and inter-fund transfers and processing all budget transfers and budget adjustments. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of technical and paraprofessional accounting duties in support of assigned accounting system, function, or program.
2. Prepares a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data and participates in the preparation of reports and recommendations; prepares financial, accounting, budgetary, and statistical studies and reports; reviews and analyzes financial statements for accuracy with regard to balances and budget variances.
3. Audits, analyzes, and reconciles a variety of accounting, financial, and statistical records, ledgers, logs, and files; reviews information to ensure accurate reporting; identifies and resolves discrepancies and corrects errors.
4. Receipts and deposits monies received by the District and campuses to correct fund and account; maintains all files for cash receipts.

5. Prepares and enters journal entries and inter-fund transfers for the District; provides all necessary documents to the County Office of Education as required for audit; maintains all files for journal entries and inter-fund transfers.
6. ~~Processes all budget transfers and budget adjustments for the District; obtains all required signatures and provides all necessary documentation to the County Office of Education as required for audits; maintains all files for budget transfers and budget adjustments.~~
7. ~~May~~ perform account analysis for categorical programs; collects and compiles data and information; audits ~~all~~ categorical fund program claims and reports; analyzes and reconciles data for accuracy; forwards claims and reports to appropriate signatories.
8. Assists in the allocations, tracking, and reconciliation of categorically funded budgets; ensures adherence to categorical contracts and guidelines; monitors for compliance with District and funding agency policies.
9. Prepares monthly, quarterly, semi-annual, and annual reports for college, state, local, and federal funding sources in accordance with specific reporting formats and established accounting principles; prepares and submits Sales and Use Tax return to the state; maintains files related to reports.
10. Reconciles bank statements; researches and resolves discrepancies for assigned funds.
11. Maintains accounts receivable file; requests payments by preparing and processing invoices; posts and deposits monies according to District procedures.
12. Prepares and submits items for the Board agendas ~~such as investment reports and state reports including running budget summary and budget adjustment reports.~~
13. Assists in the preparation of annual District budget for ~~grants and categorical~~ programs; ensures expenditures are balanced to income.
14. Assists in the budget planning, development, and maintenance process; enters budget information into the budget development programs ~~for all funds~~; maintains ~~all~~ files for budget development; prepares reports and distributes to District personnel.
15. Participates in year-end closing activities; prepares year-end closing entries to facilitate a clean audit; sets up accounts receivable and current liabilities; makes adjusting entries to all accounts; prepares journal entries to close books; prepares required year-end financial reports.
16. Assists and responds to questions and requests for information from students, staff, and the ~~general~~ public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretations of laws, rules, and regulations and well as policies and procedures related to area of assignment.
17. ~~Utilizes various computer programs and applications; enters and maintains data; generates reports from a database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software.~~
18. ~~Within the limits of the classification,~~ Assists in controlling operations of various segments of the accounting system; assists staff in implementing and completing a variety of computer data entries; provides ~~instruction~~, guidance and assistance on budgeting and accounting procedures to District staff.
19. ~~Assumes lead role over clerical and technical staff in the absence of the Director.~~
20. Performs ~~other duties~~ related ~~primary job~~ duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of the District's accounting and budgeting system and program areas.~~

~~Generally accepted accounting principles including varied technical accounting principles and practices used in the most difficult and complex financial record keeping and reporting.~~

~~Governmental and/or fund accounting principles and procedures and District accounting system requirements and procedures.~~

~~Funds, forms, reports, ledgers, journals, and procedures commonly found in public agency financial programs.~~

~~Principles of budget preparation, analysis, and monitoring.~~

~~Methods and techniques of general ledger posting and reconciliation.~~

~~Cash reconciliation and handling principles.~~

~~Automated data processing as applied in accounting operations.~~

~~Procedures, policies, rules, and practices affecting the development, maintenance, and control of fiscal record keeping systems.~~

~~Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.~~

~~Principles and practices used in establishing and maintaining files and information retrieval systems.~~

~~Principles and practices of fiscal, statistical, and administrative record keeping and reporting.~~

~~Mathematical principles.~~

~~Business letter writing and report preparation.~~

~~English usage, spelling, grammar, and punctuation.~~

~~Methods and techniques of effective customer service.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.~~

~~Pertinent federal, state, and local laws, codes, and regulations.~~

Ability to:

~~Perform a full range of varied technical and paraprofessional accounting.~~

~~Maintain accounting systems; develop recommendations to improve systems.~~

~~Perform the full range of accounting, fiscal, and statistical record keeping duties including to analyze and reconcile a variety of complex records.~~

~~Analyze and review financial records, reports, and related documents, identify discrepancies, and resolve complex problems related to assigned area of responsibility.~~

~~Perform mathematical calculations quickly and accurately including to addition, and subtraction, multiplication, and division, and calculate percentages, fractions, and decimals.~~

~~Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.~~

~~Understand, interpret, and apply general and specific administrative and departmental policies and procedures.~~

~~Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.~~

~~Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems.~~

~~Advise and provide interpretation to others on how to apply policies, procedures, and standards to~~

~~specific situations.~~

~~Type and enter data at a speed necessary for successful job performance.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Work independently in the absence of supervision.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's ~~Bachelor's~~ degree from an accredited college or university with major course work in accounting, finance or a related field.

Experience:

Four (4) years of increasingly responsible accounting experience ~~including two years of experience in fund or public agency accounting.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 9, 1998

Johnson & Associates Revised: January 2007

Senior Payroll Accountant

SENIOR PAYROLL ~~ACCOUNTANT~~ TECHNICIAN

RANGE: 43

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Performs the more complex technical payroll accounting duties to assure all categories of employees are paid in an accurate and timely manner including the coordination and application of current Federal and State regulations as well as County and District policies in the preparation of payrolls.

~~receives, reviews, verifies, and processes various payroll records and documents; interprets and applies state and federal laws, educational codes, regulations, Board policy, and collective bargaining unit provisions; maintains a variety of records and files including records to track various leaves; serves as lead payroll person including to provide computer systems support.~~

~~This is the advanced journey level class in the Payroll Accountant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees allocated to the Senior Payroll Accountant level perform the most difficult and responsible types of duties assigned to classes within this series including: serving as a lead worker providing training, guidance, and assistance to other payroll staff and to Human Resources staff; assisting in directing, planning, and organizing the work of the Payroll Office; providing and coordinating payroll services for each campus; and serving as the operational resource in the resolution of the most difficult, complicated, and problematic payroll and personnel related transactions.~~

DISTINGUISHING CHARACTERISTICS

The Senior Payroll Technician classification is distinguished from the Payroll Technician classification in that employees perform the most difficult and responsible types of duties assigned to classes within this series including: serving as a lead worker providing, support, and assistance to other payroll staff and coordinating payroll services for each campus.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Serves as a lead worker in the payroll function; provides training, guidance, and assistance to other payroll staff and to Human Resources staff.~~
2. Assists in **directing**, planning, and organizing the work of the Payroll Office; provides and coordinates payroll services for each campus.
3. Serves as the operational resource in the resolution of the most difficult, complicated, and problematic payroll ~~and personnel~~ related transactions.
4. Serves as liaison to the County Superintendent of Schools; assists in the implementation, maintenance, and troubleshooting of various systems and applications including the County Magic, SAMS, and MIS data systems.
5. ~~Provides leadership in~~ **Coordinates** the analysis, development, implementation, and evaluation of technological advancements relevant to MIS and IPEDS reporting.
6. Coordinates activities with and provides assistance to other departments and staff; assists other staff with specialized systems and applications.
7. **Coordinates**, prepares, **and maintains** District payrolls, reports, and related documents including those for classified and academic employees; audits, processes, and balances all adjustments and deductions; ensures accuracy and completeness of time sheets, data records, and adjustment sheets; distributes, holds, or cancels checks as necessary.

8. ~~Uses~~ Utilizes computer systems to input, update, and maintain employee payroll records, reports, and files. researches, calculates, and processes retroactive, manual, and special salary payments; executes a variety of complex computations involving gross pay, retirement, taxes, vacation, sick, and other leave balances, and voluntary deductions.
9. Interprets and applies Education Code, bargaining agreements, Board actions, laws, and policies as well as County Superintendent of Schools, CALSTRS, CALPERS, and/or District directives to general and specific payroll transactions.
10. Maintains records of employee benefits, 125 plans, tax shelter annuities, and other related records.
11. Provides ~~positive~~ customer service on an on-going basis to all levels of employees and agency representatives; provides payroll-related information to employees, public agencies, businesses, and the general public; compiles and provides confidential payroll/benefit information, as authorized, to loan companies, courts, public agencies, insurance companies, and related agencies.
12. ~~Monitors~~ Ensures accuracy in Workers' Compensation, FMLA / CFRA, Extended Illness, and other absences; monitors approvals for payment; docks leave accrual as appropriate after careful analysis of case information.
13. ~~Monitors~~ Ensures accuracy in eligibility/enrollment in retirement systems; serves as District representative to coordinate retirement requirements.
14. Prepares various governmental and specialized reports; utilizes automated financial systems and query tools to extract data from databases; assists in the collection of payroll related data, including data and information requested by other departments for budget and planning purposes ~~for negotiations.~~
15. ~~Assists in~~ Coordinates the analysis of pending and approved state and federal legislation, regulations, agreements, policies, and rules; ~~provides assistance in evaluating~~ evaluates and assists in disseminating information related to new payroll and retirement rules, regulations, and guidelines from state and federal regulatory agencies.
16. ~~Provides assistance with~~ Coordinates and ensures accuracy in the year-end closing processes; submits correcting entries in accordance with GAAP for erroneous payroll charges and other matters.
17. ~~Provides~~ Coordinates the assistance with external/internal auditor processes as directed.
18. ~~Issues payroll saving bonds.~~
19. ~~Attends and participates in professional development and other training programs and sessions; maintains familiarity with all aspects and procedures of the District's payroll office including compliance with budget and accounting manuals; develops and presents training workshops as needed.~~ Stays current with applicable laws and all aspects and procedures of the District's payroll office; assists in updating payroll manuals and forms as needed.
20. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Office management principles and practices.~~

~~Principles and practices of lead supervision and training.~~

Governmental and/or fund accounting principles and practices.
 Principles and practices of financial record keeping, payroll accounting, and auditing.
 Pertinent federal, state, and local codes, laws, and regulations including those applying to school district payroll accounting and related record management system.
 Standard methods, terminology, and practices of bookkeeping, payroll, and financial record keeping.
 Automated payroll/accounting system.
 Principles and practices of fiscal, statistical, and administrative research and report preparation.
 Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
 Principles and practices used to establish and maintain files and information retrieval systems.
 Public relations principles and practices including those used in dealing with all categories of employees and difficult people.
 Statistical procedures and mathematical principles.
 English usage, spelling, grammar, and punctuation.

Ability to:

Perform a variety of the most difficult technical payroll accounting duties involving the use of independent judgment and personal initiative.
 Provide work direction and training to assigned staff.
 Provide technical support and training for specialized computer payroll programs.
 Analyze situations accurately and adopt an effective course of action.
 Conduct basic research and problem resolution.
 Prepare and reconcile pay and personnel related transactions and reports.
 Review detailed numerical records and transactions in order to identify, trace, and correct processing errors.
 Interpret and apply applicable federal, state, and local laws, codes, and regulations.
 Interpret and apply administrative and departmental policies and procedures.
 Compile data, maintain records and files, and participate in the preparation of financial or administrative reports.
 Implement and maintain standard filing systems.
 Type or enter data at a speed necessary for successful job performance.
 Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Work cooperatively with other departments, staff, and outside agencies.
 Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.
 Plan and organize work to meet changing priorities and deadlines.
 Meet critical deadlines while working with frequent interruptions.
 Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
 Work independently in the absence of supervision.
 Understand and follow oral and written instructions.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~Equivalent to~~ the completion of sixty (60) units of college level course work including twenty (20) units in accounting, bookkeeping, or a related field.

Experience:

~~Four years of increasingly responsible payroll experience.~~ Five (5) years of technical experience in payroll or accounting report development involving manual and computer assisted processes.

Equivalency Provision:

In the absence of an Associate's degree or sixty (60) semester units, completion of high school and seven (7) years of experience in payroll and accounting report development involving manual and computer assisted processes is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: January 11, 2001

Johnson & Associates Revised: January 2007

CHILD DEVELOPMENT

Child Development Assistant

CHILD DEVELOPMENT ASSISTANT

RANGE: 20 21

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under supervision,~~ Assists in the ~~education instruction,~~ health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs. ~~; participates in the implementation of developmentally appropriate programs for assigned children that promote learning development of language, communication, emergent literacy, social, cognitive, play, and creative skills.~~

~~This is the entry-level class in the Child Development series providing child development services and activities at the Child Development Center. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Child Development Teacher level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Employees within this class are distinguished from the Child Development Teacher in that the Child Development Teacher serves as Teacher in an assigned classroom with full responsibility for education, health, and safety of young children in the assigned classroom while the Child Development Assistant serves in an Assistant Teacher capacity.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with Child Development Teacher or supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Assists in the implementation of developmentally appropriate programs for assigned children that promote development of language, communication, emergent literacy, social, cognitive, play, and creative skills.~~
2. ~~Assists the Child Development Teacher in supervising~~ **planned** ~~indoor and outdoor activities, in a classroom and outdoor setting adhering to all health and safety procedures to ensure a safe and healthy environment; works~~ **engages** ~~with groups of children in a variety of activities. in a warm and positive manner while maintaining clear and consistent routines and expectations order and discipline; follows the child management and guidance procedures of the Child Development Center.~~
3. Assists ~~Collaborates~~ the Child Development Teacher in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.

4. Assists with all daily activities ~~the general hygiene of the children including~~ such as toileting, diaper changing, hand washing, health checks, and related classroom transition activities. ~~training, diaper changing, and other activities requiring contact with bodily fluids.~~
5. Assists in supervising and feeding children ~~at~~ during all mealtime activities. ~~family style meals including breakfast, lunch, and snack.~~
6. Assists in providing a quiet and peaceful atmosphere for children to sleep.
7. Assists in preparing children to attend and perform at special events ~~including graduation ceremony and winter break ceremony.~~
8. Observes each individual child's growth and development on a continuous basis; assists in the documentation of each child's growth and development through pictures, anecdotal notes, and sample work.
9. ~~Maintains~~ Assists in preparing and maintaining appropriate accurate and complete records and reports in accordance with program and state requirements.; ~~and completes assigned paperwork and reports in an accurate and timely manner; may assist in takes taking attendance and meal counts; assists in the preparation of assigned reports.~~
10. ~~Communicates with parents and staff to develop positive, reciprocal relationships; communicates with parents about children's health and development as well as daily routines.~~ Provides feedback regarding observation to Child Development teacher for parent conferences as needed.
11. ~~Participates in staff meetings.~~
12. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Rules and regulations regarding child care centers.
 Basic concepts in early childhood education.
 Basic principles and applications of child development theory.
 Basic child socialization techniques.
 Health and safety requirements of children.
 Potential safety issues within a group care setting; appropriate safety precautions and procedures.
 Basic methods of observing, evaluating, and recording child behavior.
 Principles of basic first aid and CPR.
 Principles and procedures of record keeping.
 English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Assist in the instruction and supervision of children of various ages involved in Child Development Center activities Support the learning of children through appropriate classroom activities.
 Understand, interpret, and apply Child Development Center department rules, policies, and materials relating to childhood education set by state standards.
 Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
 Participate in observing, evaluating, and recording child development.~~

~~Apply appropriate disciplinary action.~~

~~Maintain assigned records.~~

~~Demonstrate an awareness and appreciation of the cultural diversity of the community.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade~~ high school supplemented six (6) units of college level course work in early childhood education, ~~or child development., education, or a related field.~~

Experience:

Six (6) months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

License or Certificate:

Possession of or eligibility to obtain **and maintain** a Child Development Assistant ~~Teacher~~ Permit issued by the California Commission on Teaching Credentialing.

Possession of **or ability to obtain and maintain** a ~~current~~-pediatric C.P.R. Certificate and First Aid Certificate.

Possession of **or ability to obtain and maintain** a Mandated Child Abuse Reporter Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to **bodily fluids and** communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to moderate amounts of weight **up to 30 pounds**; to **occasionally** lift, carry, push, and/or pull **heavier** amounts of weight **up to 40 pounds, with or without assistance**; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: September 12, 2002

Johnson & Associates Revised: January 2007

Child Development Center Food Services Specialist

CHILD DEVELOPMENT CENTER FOOD SERVICES SPECIALIST

RANGE: 29

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs~~ a full range of food service duties related to planning, organizing, and implementing the food service operations of the Child Development Center; ~~leads, oversees, and participates in the work of staff responsible for performing a variety of tasks involved in the efficient operation of the Child Development Center food service program including food preparation, food delivery, and kitchen clean-up.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Provides guidance and oversees the work of Food Service Workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, creates, and distributes monthly menus for the Child Development Center's food service program; assures standardized recipes ~~and adherence to Child and Adult Care Food Program (CACFP) standards.~~
2. Plans, organizes, and oversees the work of staff responsible for performing a variety of tasks in the efficient operation of the Child Development Center food service program; oversees and participates in the preparation and cooking of daily meals that meet CACFP standards.
3. ~~Trains assigned employees and student helpers in their areas of work including proper food service methods, procedures, and techniques.~~
4. Operates and ~~supervises~~ oversees the use, care, and operation of food service equipment.
5. Verifies the work of assigned employees for proper work methods, techniques, and compliance with applicable standards and specifications; checks quality of food service; inspects facilities and ensures adherence to sanitation and safe work practices and procedures.
6. Maintains and/or ensures work areas are maintained in a sanitary manner; supervises and participates in the cleaning of kitchen equipment and utensils.
7. Coordinates the set-up and delivery of food and beverages to ~~the various~~ classrooms.
8. Maintains inventory of food and supplies; places orders; checks received goods against requisitions and invoices; inspects foods for standards of quality; stores inventory properly.
9. ~~Shops for~~ Purchases groceries, supplies, and equipment that cannot be delivered; documents purchases according to established procedures.
10. ~~Prepares and maintains~~ a variety of records and reports, ~~such as ;prepares and maintains~~ meal count sheets, ~~;prepares and maintains~~ daily production reports; ~~maintains, prepares,~~ and ~~sends~~ monthly CACFP reimbursement report.
11. Responds to inquiries ~~and complaints in a courteous manner~~; provides information within the area of assignment; ~~resolves complaints in an efficient and timely manner.~~
12. Provides assistance to Child Development Center instructional staff in ~~the conduct of class~~ projects or activities related to the food service program.
13. Provides ~~in-service training to Child Development Center teachers related to the food program;~~ ~~provides training~~ direction to students in lab classes with hands-on experiences and hand-outs.
14. Participates in training and staff development activities including those mandated by CACFP food program; ~~relays information to department staff.~~
15. ~~Performs a variety of general clerical duties.~~
16. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a CACFP food service program.~~
~~Meal production planning principles and practices.~~
~~Methods of assembling, preparing and serving foods in large quantities.~~
~~Standard kitchen utensils, equipment, and appliances.~~
~~Use and care of institutional kitchen equipment and utensils.~~
~~Occupational hazards and standard safety practices.~~
~~Principles of lead supervision and training.~~
~~Principles and procedures of record keeping and filing.~~
~~Principles of basic report preparation.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

Ability to:

~~Lead, organize, oversee, and participate in the work of staff responsible for performing a variety of tasks involved in the efficient operation of the Child Development Center food service program including food preparation, food delivery, and kitchen clean-up services and activities.~~
~~Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.~~
~~Read, write, and calculate recipes.~~
~~Operate and clean food service utensils and equipment in a safe and efficient manner.~~
~~Inventory and order products.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Work effectively under rush conditions.~~
~~Assemble, prepare, and serve a variety of food items in large quantities in a sanitary manner.~~
~~Perform routine arithmetical calculations.~~
~~Meet the physical requirements necessary to safely and effectively perform the assigned duties.~~
~~Perform light manual work.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Understand and follow oral and written directions.~~
~~Work independently in the absence of supervision.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

****Lead, Advanced or Senior Level Positions**

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school supplemented by 6 units of college level course work in early childhood education of which 3 units are in nutrition.

Experience:

One (1) year of experience in food preparation and/or food service.

License or Certificate:

Possession of, or ability to obtain, ~~valid a~~ Food Handlers permit.

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a kitchen or cafeteria setting; exposure to sharp knives and slicers and other food service equipment and machinery; exposure to heat and hot surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in a kitchen or cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to frequently lift, carry, push, and/or pull moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Child Development Teacher

CHILD DEVELOPMENT TEACHER

RANGE: 1 35

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Assumes responsibility for the education instruction, health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs; plans and implements developmentally appropriate programs for assigned children that promote learning of language, communication, emergent literacy, social, cognitive, play, and creative skills.~~

~~This is the journey level class within the Child Development Teacher series. Employees at the Child Development Teacher level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Child Development Assistant in that the Child Development Teacher serves as Teacher in an assigned classroom with full responsibility for education, health, and safety of young children in the assigned classroom while the Child Development Assistant serves in an Assistant Teacher capacity. Employees within this class are distinguished from the Senior Child Development Teacher in that the Senior position serves as a lead position with lead supervisory responsibilities at the Child Development Center.~~

DISTINGUISHING CHARACTERISTICS

~~The Child Development Teacher classification is distinguished from the Child Development Assistant classification in that the Child Development Teacher serves as Teacher in an assigned classroom with full responsibility for the instruction, health, and safety of young children in the assigned classroom while the Child Development Assistant serves in an Assistant Teacher capacity.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to the Lead Child Development Teacher and/or supervisor. May provide technical and functional direction to assigned student workers. Provides guidance and oversees the work of Child Development Assistants.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Provides a safe, nurturing, and developmentally appropriate environment that supports children's development and readiness skills; plans, prepares, and implements weekly curriculum according to specific age and development of each individual child; prepares weekly and lesson plans that outlines themes, learning activities, goals, and objectives.~~

2. ~~Modifies elements of the program to meet the needs of individual children with concerns for their interests, special talents, and individual style and pace of learning~~ Individualizes curriculum for the needs of each child's interests, strengths, and individual learning style.
3. Supervises ~~planned~~ indoor and outdoor activities, ~~in a classroom and outdoor setting~~ adhering to all health and safety procedures to ensure a safe and healthy environment; ~~works~~ engages with groups of children in a variety of activities ~~in a warm and positive manner~~ while maintaining ~~order and discipline~~ clear and consistent routines and expectations.
4. Supervises ~~and participates in all mealtime activities~~ ~~family style meals including breakfast, lunch, and snack~~.
5. Provides a quiet and peaceful atmosphere for children to sleep.
6. Arranges classroom environments to enhance interest in learning according to ~~state quality standards, such as~~ the Early Childhood Environmental Rating Scale (ECERS).
7. Maintains a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.
8. ~~Assists~~ Participates in all daily activities, such as ~~with the general hygiene of the children including toileting training, diaper changing, hand washing, health checks, and other related classroom transition activities requiring contact with bodily fluids~~.
9. Prepares children to attend and perform at special events ~~including graduation ceremony and winter break ceremony~~.
10. Provides ~~lead supervision oversight and training~~ direction to laboratory students, ~~observation students, nursing students, student workers, CalWorks workers, short term employees,~~ parents, and volunteers assigned to the Center; provides training to college students with Child Development majors.
11. ~~Observes and documents~~ Provides ongoing observation and documentation of each individual child's growth and development ~~on a continuous basis; documents each child's growth and development through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child~~.
12. ~~Prepares and maintains appropriate, accurate and complete records and reports in accordance with program and state requirements; completes assigned paperwork and reports in an accurate and timely manner; maintains complete attendance reports; monitors and oversees student workers time sheets; oversees and records parent hours for assigned classes~~.
13. Communicates with parents and staff to develop positive, reciprocal relationships; conducts formal parent/teacher conferences to discuss assessments; conducts other conferences as needed.
14. Identifies and refers children with special needs to parents and the Child Development Center Director; ~~mainstreams children with special needs into other classrooms~~.
15. Provides opportunities for other departments to observe, ~~and~~ interview ~~and/or tour~~ within the classroom setting.
16. ~~Attends and participates in professional group meetings, conferences, and workshops;~~ Maintains awareness of new trends and developments in the field of early childhood education; incorporates new developments as appropriate.

17. ~~Prepares and compiles~~ Maintains inventory of and distributes classroom supplies; submits requests for instructional supplies; ~~identifies vendors; receives instructional supplies from various vendors; inventories supplies; distributes supplies; stores additional items for future use.~~
18. ~~Participates in staff meetings; plans and conducts assigned staff meetings~~ In the absence of the director, may serve as designee to receive licensing reports from state and/or provide tours.
19. Performs ~~other duties related to the primary job duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a full-service child development center.~~
~~Concepts in early childhood education.~~
~~Principles and applications of child development theory.~~
~~Basic child psychology and development.~~
~~Principles and practices of curriculum planning.~~
~~Age appropriate and emergent curriculum.~~
~~Methods and techniques of instructional and recreational program development.~~
~~Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential.~~
~~Socialization techniques.~~
~~Health and safety requirements of children.~~
~~Potential safety issues within a group care setting; appropriate safety precautions and procedures.~~
~~Methods of observing, evaluating, and recording child behavior.~~
~~Child development assessment techniques.~~
~~Principles of basic first aid and CPR.~~
~~Basic nutritional requirements for young children.~~
~~Principles and procedures of record keeping.~~
~~Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center.~~
~~Basic principles of report preparation.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Plan, prepare, and implement daily, weekly, and monthly curriculum.~~
~~Define and interpret curriculum goals and objectives.~~
~~Develop and implement instructional and recreational activities according to the needs of the children and Center policy.~~
~~Instruct and supervise children of various ages involved in Child Development Center activities.~~
~~Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.~~
~~Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.~~
~~Observe, evaluate, and record child development.~~
~~Recognize and define present and potential behavioral and learning problems of children.~~
~~Apply appropriate disciplinary action.~~

~~Maintain records and prepare reports.~~
~~Prepare for and conduct parent conferences.~~
~~Serve as a mentor teacher to students enrolled in the Early Childhood Development program.~~
~~Demonstrate an awareness and appreciation of the cultural diversity of the community.~~
~~Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it

- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

****Lead, Advanced or Senior Level Positions**

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~the equivalent~~ sixty (60) semester units with ~~major course work~~ at least twenty-four (24) units in early childhood education, ~~or~~ child development, ~~or a closely related field.~~

Experience:

Two (2) years of experience working in a licensed child development program as an assistant or a teacher of infants or preschoolers.

License or Certificate:

Possession of a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Possession of a Mandated Child Abuse Reporter Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to bodily fluids and communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight up to 40 pounds with or without assistance; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 8, 2001

Johnson & Associates Revised: January 2007

Senior Child Development Teacher**SENIOR LEAD CHILD DEVELOPMENT TEACHER**

RANGE: 2 39

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under direction,~~ Serves as lead teacher at the Child Development Center; leads, oversees, and participates in the education, health, and safety of young children ages 0 – 60 months at the Child Development

~~Center; plans and implements developmentally appropriate programs for assigned children that promote learning of language, communication, emergent literacy, social, cognitive, play, and creative skills; and assists the Child Development Center Director in overseeing the daily operations of the assigned Center.~~

~~This is the advanced journey level class in the Child Development Teacher series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead supervision over Child Development Teachers, substitutes, work study students, and volunteers as well as assisting the Child Development Center Director in the administration of the Center in such areas as scheduling to ensure maintenance of licensing requirements for child/adult ratios and assuming responsibility for the Child Development Center and its staff in the absence of the Director.~~

DISTINGUISHING CHARACTERISTICS

The Lead Child Development Teacher classification is distinguished from the Child Development Teacher classification by the level of responsibility assumed and additional duties assigned, including the provision of lead support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Assumes responsibility for the Child Development Center and its staff~~ In the absence of the Director, serves as primary contact for state licensing visits; receives documents and provides tours if necessary.
2. ~~Plans and trains~~ Coordinates and collaborates with assigned Child Development staff, ~~substitutes, work study students, and volunteers~~ responsible for the development and implementation of Child Development Center services, operations, and activities; ~~schedules daily assignments, breaks, lunches, meetings, and special events for Center staff~~ to ensure maintenance of licensing requirements for child/adult ratios.
3. ~~Provides~~ Coordinates and may provide assistance to Child Development ~~Center~~ Teachers with content for new parent orientations ~~to new parents and new lab students.~~
4. Serves as ~~liaison to~~ a primary point of contact for the Child Development Center ~~Director~~; conveys problems and concerns from staff and parents to the Director.
5. Maintains playground inspection and maintenance checklist.
6. Conducts tours for groups of visitors including high school and other special interest groups.
7. Assumes all responsibilities and duties of the Child Development Teachers.
8. ~~Plans, prepares, and implements~~ Oversees the planning, preparation, and implementation of curriculum according to specific age and development of each individual child; prepares weekly lesson plans that outlines themes, learning activities, goals, and objectives.

9. ~~Modifies elements of the program to meet the needs of individual children with concerns for their interests, special talents, and individual style and pace of learning~~ Individualizes curriculum for the needs of each child's interests, strengths, and individual learning style.
10. Supervises ~~planned indoor and outdoor activities in a classroom and outdoor setting~~ adhering to all health and safety procedures to ensure a safe and healthy environment; ~~works~~ engages with groups of children in a variety of activities ~~in a warm and positive manner~~ while maintaining ~~order and discipline~~ clear and consistent routines and expectations.
11. Provides a quiet and peaceful atmosphere for children to sleep.
12. Arranges classroom environments to enhance interest in learning according to ~~state quality standards, such as~~ the Early Childhood Environmental Rating Scale (ECERS).
13. Maintains a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.
14. ~~Assists~~ Participates in all daily activities, such as ~~with the general hygiene of the children including toileting training, diaper changing, hand washing, health checks, and other~~ related classroom transition activities ~~requiring contact with bodily fluids~~.
15. Prepares children to attend and perform at special events ~~including graduation ceremony and winter break ceremony~~.
16. Provides ~~supervision oversight and training~~ direction to laboratory students, ~~observation students, nursing students,~~ student workers, ~~CalWorks workers, short-term employees,~~ parents, and volunteers assigned to the Center; provides training to college students with Child Development majors.
17. ~~Observes and documents~~ Provides ongoing observation and documentation of each individual child's growth and development ~~on a continuous basis; documents each child's growth and development~~ through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child.
18. ~~Prepares and maintains accurate and complete records; completes assigned paperwork and reports in an accurate and timely manner.~~
19. Communicates with parents and staff to develop positive, reciprocal relationships; conducts formal parent/teacher conferences to discuss assessments; conducts other conferences as needed.
20. Identifies and refers children with special needs to parents and the Child Development Center Director.
21. Attends and participates in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; incorporates new developments as appropriate.
22. Prepares and compiles requests for instructional supplies; identifies vendors; receives instructional supplies from various vendors; inventories ~~and distributes~~ supplies; ~~distributes supplies;~~ stores additional items for future use.
23. ~~Participates in staff meetings.~~
24. ~~Conducts tours for groups of visitors including high school and other special interest groups.~~
25. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a full-service child development center.
 Basic early childhood center management principles and practices.
 Work organization principles and practices.
 Principles of lead supervision and training.
 Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center.
 Concepts in early childhood education.
 Principles and applications of child development theory.
 Basic child psychology and development.
 Principles and practices of curriculum planning.
 Age appropriate and emergent curriculum.
 Methods and techniques of instructional and recreational program development.
 Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential.
 Socialization techniques.
 Health and safety requirements of children.
 Potential safety issues within a group care setting; appropriate safety precautions and procedures.
 Methods of observing, evaluating, and recording child behavior.
 Child development assessment techniques.
 Principles of basic first aid and CPR.
 Basic nutritional requirements for young children.
 Principles and procedures of record keeping.
 Basic principles report preparation.
 English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Lead, organize, and review the work of staff.
 Interpret, explain, and enforce Center policies and procedures.
 Apply and ensure adherence to pertinent rules and regulations governing the operation of a child development center.
 Plan, prepare, and implement daily, weekly, and monthly curriculum.
 Define and interpret curriculum goals and objectives.
 Develop and implement instructional and recreational activities according to the needs of the children and Center policy.
 Instruct and supervise children of various ages involved in Child Development Center activities.
 Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
 Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
 Observe, evaluate, and record child development.
 Recognize and define present and potential behavioral and learning problems of children.
 Apply appropriate disciplinary action.
 Maintain records and prepare reports.

~~Prepare for and conduct parent conferences.~~
~~Serve as a mentor teacher to students enrolled in the Early Childhood Development program.~~
~~Demonstrate an awareness and appreciation of the cultural diversity of the community.~~
~~Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~An Associate's~~ A Bachelor's degree ~~or the equivalent~~ with major course work in early childhood education, child development, or a closely related field.

Experience:

Three (3) years of experience working in a licensed child development program as a teacher of infants or preschoolers.

Equivalency Provision:

In the absence of a Bachelors degree, an Associate's degree or sixty (60) semester units with twenty-four (24) units in early childhood education or child development and five (5) years of experience working in a licensed child development program as a teacher of infants or preschoolers is qualifying.

License or Certificate:

1. Possession of a Child Development Master Teacher ~~and Site Supervisor~~ Permit issued by the California Commission on Teacher Credentialing.
2. Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.
3. Possession of a Mandated Child Abuse Reporter Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to **bodily fluids and** communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to moderate amounts of weight **up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight up to 40 pounds with or without assistance;** to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Revised: August 12, 2010

INSTRUCTIONAL SUPPORT

Aquatic Center Pool Attendant

AQUATIC CENTER POOL ATTENDANT

RANGE: 26-28

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under the direct supervision of the appropriate administrator, this position is responsible for~~ Performs a variety of duties related to the day-to-day operation and maintenance, ~~swimming pool operations and aquatic programs and activities~~ of the pool facility or Aquatic Center.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student and/or short-term workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates and monitors the maintenance, modifications, and security of the pool facility or Aquatic Center.
2. ~~Assists with the day-to-day operations of the pool facility or Aquatic Center; prepares pool and pool area for various programs, activities and events in the pool facility or Aquatic Center.~~
3. Maintains swimming pool and chlorination system; checks boilers, circulating pumps and gauges; tests water chemistry and makes necessary chemical adjustments; vacuums and scrubs pools; backwashes pool filters, installs lane lines, fixtures, and furnishings for swim meets; installs or removes pool covers as needed.
4. Locks and unlocks doors and gates within and surrounding the pool facility or Aquatic Center.
5. Completes daily and monthly reports; maintains related records and statistics for various aquatic programs.
6. Monitors the use of the pool facility or Aquatic Center and ~~enforces the~~ ensures safety rules are being followed; reports violations to supervisor.
7. Assists in organizing and implementing various aquatics programs.
8. Assists with the upkeep of the pool facility.
9. Prepares and posts signs to increase public awareness of facility rules and regulations and the availability of arena and pool services.
10. Conducts inventory of the pool facility or Aquatic Center materials, supplies, tools and equipment and prepares purchase orders.
11. Visually inspects swimming pool, deck, mechanical equipment, fixtures, and emergency equipment

for the purpose of ensuring that the swimming pool facilities are in proper working order, and maintained in an attractive and clean condition, suitable for safe operations.

12. Reports and monitors safety and sanitary hazards as appropriate in maintaining a secure and safe environment that complies with mandated health requirements.
13. Responds to inquiries from students, staff, general public, County Health Department for the purpose of conveying information regarding swimming pool operations.
14. Coordinates and schedules the use of the pool facility or Aquatic Center; ensures users have proper authorization to use of the facility.
15. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics, services, and activities of the functions, programs, and operations of an aquatics center.~~

~~Principles, terms, practices, materials and equipment use in pool operations.~~

~~County Health Department requirements for swimming pools.~~

~~Swimming and water safety practices, techniques and methods.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Plan and coordinate the day-to-day operations of the pool facility or Aquatics Center.~~

~~Read, interpret, apply and explain rules, regulations, policies and procedures.~~

~~Prioritize and schedule work.~~

~~Maintain records and prepare reports.~~

~~Observe health and safety regulations.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Make arithmetic calculations quickly and accurately.~~

~~Understand, follow and issue oral and written directions and instructions.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Be a teamplayer.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~A High School Diploma or equivalent (G.E.D.)~~ Equivalent to the completion of high school.

Desired Experience and Training:

~~1-~~ One (1) year of experience in pool operations.

License or Certificate:

~~2-~~ Possession of ~~or ability to obtain~~ a Pool Operator certificate.

~~3-~~ Possession of ~~or ability to obtain~~ a current American Heart Association First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily outdoors with moderate exposure to conditions that may be unpleasant such as inclement weather, machine noise, or strong odors; occasional exposure to dust and chemicals such as ammonia, bleach and chlorine which are controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of

a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 8, 2010

Athletic Trainer

ATHLETIC TRAINER

RANGE: 42 44

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Organizes, and participates in, ~~and supervises~~ programs for the care, treatment, rehabilitation, and prevention of physical injuries to athletes in the athletic program; ~~and trains and supervises student trainees.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Evaluates athletic injuries, performs appropriate first aid, and ~~provides referrals~~ ~~refers for indicated medical care~~ ~~athletically-related injuries, illnesses, and conditions~~ to physicians, health services, hospitals, and other health professionals as necessary.
2. Provides follow-up treatment and rehabilitation under physician's direction.
3. Schedules ~~and participates in~~ physical examination of all athletes.
4. Applies taping and wrapping of injured areas and for injury surveillance.
5. Attends games and renders first aid and immediate evaluation of injuries ~~as necessary~~.
6. ~~Assures that~~ Ensures Athletic Training Room is open and training services are available whenever intercollegiate teams are practicing or competing on campus.
7. ~~Prepares and~~ Maintains confidential records, including injury report forms, diagnoses, treatment, prescriptions, physical examination reports, accident reports, and insurance forms ~~as related to the athletics program~~.
8. Assists in the conditioning, rehabilitation, and maintenance of the student-athletes' fitness to compete.

9. Operates whirlpool, ultrasound, hydrocollator, muscle stimulator, and other exercise and therapeutic machines.
10. Communicates with coaches, athletes, ~~parents~~, team physicians, and others regarding injuries, treatments, and rehabilitation programs.
11. Orders, receives, and stocks training supplies, equipment, and materials as needed.
12. ~~Supervises~~ Provides technical and functional direction to student trainees in the Athletic Training Education Program.
13. Maintains current knowledge of athletic training trends and practices; incorporates new developments as appropriate into program.
14. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Policies, procedures, and objectives of an athletic program including health and safety regulations.~~
~~Principles, methods, equipment, and basic theory of physical rehabilitation.~~
~~Symptoms of various injuries and appropriate first aid treatment.~~
~~Conditioning and rehabilitation programs relevant to athletic injuries and illnesses.~~
~~Principles of supervision and training.~~
~~Athletic sports medicine practices used in the prevention and treatment of sports injuries, including conditioning techniques and practices.~~
~~Human anatomy, physiology, kinesiology, and exercise physiology.~~
~~Common athletic injuries and athletics psychology.~~
~~OSHA guidelines regarding blood borne pathogens.~~
~~First aid, CPR and other emergency medical practices and procedures, including taping, wrapping, bandaging and therapeutic techniques.~~
~~Athletic equipment supplies, materials, quality of materials, design, manufacture and distribution.~~
~~Rules and regulations of a variety of sports and athletic activities.~~
~~Office procedures, methods, and equipment including computers.~~
~~Principles and procedures of record keeping.~~
~~Oral and written communication skills.~~

Ability to:

~~Administer preventive measures, first aid, CPR, emergency care and rehabilitative treatments to athletes in various intercollegiate sports.~~
~~Evaluate the nature and extent of injuries to determine the need for immediate medical attention and the participation status of athletes.~~
~~Identify symptoms of various injuries and take appropriate action.~~
~~Operate a variety of therapeutic equipment and devices used to treat athletic injuries.~~
~~Tape, wrap and bandage body joints and apply protective pads and equipment.~~
~~Maintain current knowledge of treatment modalities and preventive techniques related to sports injuries.~~
~~Oversee the conditioning and exercises of athletes.~~
~~Understand and follow physicians' prescriptions and technical instructions.~~

~~Prepare and maintain accurate and timely records related to insurance, injuries, treatment, athletic equipment and supplies, and inventory.~~
~~Work independently with little direction.~~
~~Meet schedules and timelines.~~
~~Supervise, train and provide work direction to student workers.~~
~~Analyze situations accurately and adopt an effective course of action.~~
~~Understand and follow oral and written instructions.~~
~~Travel to athletic events as requested and work outside normal business hours.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in health education, physical education, sports medicine, or a related field.

Experience:

Two years experience working as a certified athletic trainer at the secondary level or higher.

License or Certificate:

Possession of current certification as an Athletic Trainer by the National Athletic Trainers' Association

Possession of current CPR Certificate and First Aid certifications.

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; frequently works around athletic playing fields; exposure to all types of weather and temperature conditions, noise, blood borne pathogens and bodily fluids. Positions may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work with athletes on playing fields or in training facilities; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull moderate to heavy amounts of weight **up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate athletic training equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish colors; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Instructional Assessment Technician

Abolish and reclassify incumbents to Tutorial Center Coordinator. Most duties are obsolete and the relevant duties were included in the Tutorial Center Coordinator classification. If

INSTRUCTIONAL ASSESSMENT TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, assesses students' academic skills and aptitude; consults with faculty for appropriate placement and instruction; plans and implements prescriptive programs for students based on assessment data; oversees, coordinates and assigns student tutors.~~

~~Incumbents in this class provide, in consultation with instructional/non-instructional faculty members, instructional and technical support by assessing students' academic skills and aptitude, and/or by planning and implementing instructional programs with students individually or in small groups based on evaluation results.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Interviews incoming students; recommends referral for assessment or particular instruction; determines and assigns work.~~
2. ~~Administers, scores, records, and reports results of standardized assessment instruments for evaluation of aptitude or academic skills for appropriate placement.~~
3. ~~Recommends, develops, or revises instructional methods and materials based on evaluation/test results; provides individual or small group instruction directed towards student needs; interacts with students in a workshop setting to teach assigned concepts.~~
4. ~~Guides students in the use of instructional technology; recommends software as it relates to prescribed learning program.~~
5. ~~Coordinates with other departments and programs regarding specific needs of students.~~
6. ~~Assembles and/or administers individualized worksheets and tests; corrects assignments and explains and records results.~~
7. ~~Assists students with class assignments from other departments; assists walk-in students who need assistance in other classes or in filling out forms or paperwork.~~
8. ~~Assists in the supervision and assignment of work for students, tutors, and assistants; works with tutors to find and implement new materials.~~
9. ~~Facilitates daily support tasks to ensure the smooth operation of assigned center; participates in the development and implementation of new programs to serve students more effectively.~~
10. ~~Provides information and assistance to faculty, staff, and administrators to coordinate efforts of assigned center and to provide information on the center's function and capabilities.~~
11. ~~Assists instructors with students in labs and classes.~~
12. ~~Organizes, prepares, and stores instructional materials.~~
13. ~~Monitors, records, and reports student attendance and progress.~~
14. ~~Consults with instructors, counselors, college staff, and local agencies on behalf of students and programs.~~
15. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles, techniques, and materials used in instructing students including those who have learning difficulties and those with different language and cultural backgrounds.~~

~~Symptoms, needs, and specialized learning difficulties of learning disabled students due to basic skill deficits or learning disabilities.~~

~~Principles and practices used in the administration, scoring, and interpretation of standardized tests.~~

~~Computers and software applications for working with students with learning difficulties.~~

~~Specific academic or vocational subject area(s) to which assigned; theories and applications of the assigned subject matter.~~

Basic instructional methods and techniques.
 Principles and practices of record keeping.
 Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.
 Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; general needs and behavior of students of various ethnic, racial and cultural backgrounds.
 Group dynamics.
 Pertinent federal, state, and local laws, codes, and regulations as well as applicable federal and state program guidelines and regulations.
 English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Administer, score, and interpret results of standardized tests.
 Assist students in understanding and applying basic principles of the subject area to which assigned.
 Advise students in the proper operation and use of assigned instructional equipment.
 Explain work assignments to students.
 Observe student reaction to questions and gauge understanding of material covered.
 Plan, organize, and implement instructional support activities, workshops, and related services.
 Instruct and guide students including those whose physical, emotional, or learning disability precludes good judgment of time, appropriate behavior, or reasonable expectation of progress standards.
 Make presentations to large and small groups.
 Research software and new approaches to teaching; learn to adapt software and techniques to the needs of student requirements.
 Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
 Respond to requests and inquiries from students and staff.
 Plan and organize work to meet schedules and changing deadlines.
 Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 Operate and effectively use computerized instructional support programs.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Work independently and effectively in the absence of supervision
 Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in a field related to area of assignment that includes or is supplemented by 24 upper division units directly related to area of assignment.

Experience:

~~Six months of related work experience with secondary and/or community college students in the assigned area.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is performed primarily in an instructional lab/classroom/center setting with frequent contact with students and staff.~~

~~**Physical:** Primary functions require sufficient physical ability and mobility to work in an instructional lab/classroom/center setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

Board Approved: April 14, 2005

Johnson & Associates Revised: January 2007

Laboratory Assistant II – Multimedia

New classification

Laboratory Assistant II – Multimedia

Range: 42

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Provides assistance to faculty and students within the assigned program. Prepares instructional materials for demonstration or use; assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in assigned program; assists students and faculty with instructional activities; orders, issues, receives, and stores classroom materials and supplies.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations.
2. Orders, receives, stocks, maintains inventory, software and supplies such as computers, tablets, cameras, memory devices, power supplies, and other equipment.
3. Issues and maintains records on materials loaned to students, instructors, and other departments.
4. Demonstrates to students the proper use and care of laboratory materials and equipment; assists in maintaining the security of laboratories, laboratory equipment, supplies, and materials.
5. Assists with the software installation and maintenance of equipment such as cameras, lenses lighting, audio, and post-production equipment.
6. May assist in monitoring department website and social media platforms as needed.
7. Maintains proper storage and handling of chemicals, supplies, and equipment.
8. Operates, inspects, and performs repairs on laboratory equipment, such as computers, tablets, cameras, memory devices, audio equipment, lighting instruments, and power supplies.
9. May assist in editing department projects, preparing for festivals or showcases.
10. May maintain expenditure records and provides data for budget estimates.
11. Collaborates with faculty and staff on department projects that promote events.
12. Performs other duties related to the primary job duties.

EDUCATION AND EXPERIENCE GUIDELINES

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content

- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*****Lead, Advanced or Senior Level Positions***

EDUCATION

Equivalent to the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in media production, graphic design, computer operating systems, editing software, or a closely related field.

EXPERIENCE

Two (2) years of experience as a laboratory assistant in an appropriate subject field or comparable experience in a working media studio such as film and television sets or a post-production studio environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to heat, noise, dust, fumes; work with building materials and chemicals for processing film.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25lbs; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office and laboratory equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Aeronautics

LABORATORY ~~TECHNICIAN~~ ASSISTANT I – AEORNAUTICS

RANGE: 38 39

SUMMARY DESCRIPTION

~~Under general supervision, Provides~~ instructional support to ~~certified~~ faculty in the instruction of students enrolled in the ~~Airframe and Power plant Aeronautics~~ Program; ~~orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining~~

~~all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations ~~and experiments in the Aeronautics program.~~
2. ~~Assembles supplies, materials, and equipment used in class demonstrations and assignments.~~
3. ~~Conducts inventories~~ Maintains inventory records, orders, receives, and stocks materials, supplies, and equipment for ~~laboratory program~~ use.
4. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
5. ~~Assists in the instruction and supervision of~~ Collaborates with faculty in all phases of airframe and power plant technology training in accordance with Federal Aviation Regulations, including the usage of equipment and materials, and shop safety practices.
6. ~~Ensures that students perform laboratory work in accordance with safe work practices;~~ Demonstrates the safe and effective operation, and use of ~~laboratory~~ tools and equipment.
7. ~~Supervises students in~~ Maintains the shop and equipment in a safe and organized manner; handles hazardous or dangerous materials and equipment appropriately; oversees the cleanup of ~~lab~~ work areas; participates in the daily cleanup of the shop, and the maintenance and repair of ~~laboratory~~ equipment.
8. ~~Provides special assistance to students experiencing difficulties in completion of laboratory assignments.~~
9. Explains tool room procedures, and responds to student questions regarding the nomenclature, use, and availability of tools, materials, and supplies; assists in the inventory and storage of materials and supplies.
10. Demonstrates and provides assistance in the use of publications, files, ~~including the use of microfilm viewers~~ and service manuals used in the program.
11. ~~May calibrate~~ Operates, adjusts, maintains, and performs minor repairs on ~~scientific tools~~, equipment and supplies ~~used in the Aeronautics laboratory.~~
12. ~~May assist faculty in assembling printed class materials.~~
13. ~~May supervise and assign work of student assistants.~~
14. May maintain expenditure records and provide data for budget estimates.
15. Performs other duties ~~related to the primary job duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~
- ~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~Safety factors necessary in operating and working with laboratory equipment, apparatus, and materials.~~
- ~~Modern aircraft maintenance techniques.~~
- ~~Equipment and materials used in aircraft maintenance.~~
- ~~Methods and techniques of aircraft inspection.~~
- ~~Federal Aviation Regulation included in Part 147.~~
- ~~Principles and procedures of record keeping and filing.~~
- ~~Basic inventory and purchasing processes and procedures.~~
- ~~English usage, spelling, grammar, and punctuation.~~

Ability to:

- ~~Setup, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~
- ~~Prepare instructional equipment for laboratory exercises.~~
- ~~Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Read and understand technical manuals and protocols.~~
- ~~Instruct students in the use of laboratory tools and equipment.~~
- ~~Demonstrate the use of publication files, including microfiche viewers.~~
- ~~Select and use the appropriate materials in the performance of various aircraft maintenance tasks.~~
- ~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
- ~~Operate office equipment including computers and supporting word processing.~~
- ~~Perform routine record keeping and report writing duties.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to completion of ~~the twelfth-grade high school supplemented by formal aircraft maintenance training necessary to obtain an Airframe Power plant Mechanics Certificate issued by the Federal Aviation Administration.~~

Experience:

- ~~Some~~ Two (2) years of experience in the preventive maintenance and repair of aircraft and aircraft engines.

License or Certificate:

- Possession of an Airframe and Powerplant Mechanics Certificate issued by the Federal Aviation Administration
- Possession of, or ability to obtain a valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory setting; exposure to dusts, fumes, noise; work with laboratory and mechanical equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to

occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate laboratory equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or ~~plastic~~ gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Anatomy & Physiology

LABORATORY TECHNICIAN II – ANATOMY & PHYSIOLOGY

RANGE: 38 50

SUMMARY DESCRIPTION

~~Under general supervision,~~ Provides instructional support services for faculty and students in the use of a variety of equipment, materials, and supplies in the anatomy and physiology laboratory setting; ~~by performing technical work in a laboratory; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments.
2. ~~Sets up and~~ Working from knowledge of the subject area, reference materials, course outline, and without specific instructions ~~organizes, arranges, and~~ prepares class demonstrations and experiments within the anatomy and physiology laboratory.
3. Assembles and installs new equipment; ensures efficient laboratory operations; maintains cleanliness and sanitary conditions upon conclusion of each lab session by washing, sterilizing tools, equipment, and supplies.
4. Prepares various chemical solutions for laboratory activities; prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, ~~chemicals~~, acids, bases, buffers,

~~stains~~ carcinogens, and unknowns; prepares solutions and preservatives by mixing, bottling, and labeling.

5. Orders, receives, and provides care for ~~live~~ laboratory specimens and storage of preserved specimens, which may ~~including~~ include ensuring compliance in the maintenance of human cadavers for laboratory use.
6. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; determines and compiles lists of needed laboratory items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for the return of damaged items; searches for vendors for specialty items.
7. Monitors production ~~of, collects~~ and collection of toxic chemicals, ~~and processes~~ hazardous waste materials ~~and toxic chemicals~~ and biohazardous waste resulting from lab classes and experiments; ~~collects and properly stores biohazard waste~~ arranges for proper storage and disposal of hazardous waste materials.
8. ~~May~~ Calibrates, maintains, cleans, and performs repairs on ~~laboratory and~~ scientific equipment and supplies.
9. ~~Issues and~~ Maintains records and reports on ~~laboratory~~ materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
10. ~~May~~ Maintains expenditure records and provides data for budget estimates.
11. Demonstrates ~~and provides instruction~~ to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
12. ~~Prepares stains, solutions, and preservatives by mixing, bottling and labeling.~~
13. ~~Cleans up after each lab sessions by washing, and if necessary, sterilizing tools, equipment, and supplies.~~
14. ~~May assist faculty in assembling printed class materials.~~
15. ~~May supervise and assign work of student assistants.~~
16. Performs other duties related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Course content, equipment, safety and other procedures, supplies, and reference materials related the appropriate science laboratory.~~
- ~~Concepts and applications of human anatomy.~~
- ~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~

- ~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~Safety factors necessary in operating and working with laboratory equipment, apparatus, and materials.~~
- ~~Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and bio-hazardous waste.~~
- ~~Principles and procedures of record keeping and filing.~~
- ~~Basic inventory and purchasing processes and procedures.~~
- ~~English usage, spelling, grammar and punctuation.~~

Ability to:

- ~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~
- ~~Prepare chemical and reagent solutions, extracts, and dilutions to specifications.~~
- ~~Prepare instructional equipment and specimens for laboratory exercises.~~
- ~~Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.~~
- ~~Maintain the lab and equipment and specimens for laboratory exercises.~~
- ~~Operate, calibrate and perform minor troubleshooting and repair of laboratory and office equipment and tools.~~
- ~~Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.~~
- ~~Read and understand technical manuals and protocols.~~
- ~~Instruct students in the use of lab equipment and lab procedures.~~
- ~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
- ~~Operate office equipment including computers and supporting word processing.~~
- ~~Perform routine record keeping and report writing duties.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- An Associate's Degree or the completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units in biological laboratory sciences, including anatomy and physiology, chemistry, microbiology, biology, or a related field.

Experience:

- ~~Some~~ Four (4) years of experience as a laboratory technician in anatomy and physiology, chemistry, microbiology, biology, or a related ~~the appropriate subject~~ field.

Preferred Education and/or Experience:

A Bachelor's Degree from an accredited college or university with major coursework in anatomy physiology, chemistry, microbiology, biology, or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to dusts, mists, fumes, moderately high levels of chemicals and solvents; risk of exposure to blood borne and/or other carcinogens and pathogens; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, ~~rubber or plastic~~ gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Art

LABORATORY ~~TECHNICIAN~~ ASSISTANT II – ART

RANGE 38-42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Provides assistance to faculty and students within the Art program instructional support services by performing technical work in an art laboratory; issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and experiments.
2. Orders, receives, stocks, inventories, and prepares laboratory supplies such as **paints**, clays, glazes, colorants, chemicals, and other material used in **a ceramics and sculpture, drawing and painting** laboratory.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates ~~and provides instruction~~ to students ~~in the~~ proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
5. Assists with the design, construction, and modification of new and existing equipment such as kilns.
6. Maintains proper storage and handling of chemicals, supplies, and equipment.

7. ~~Cleans up after each lab session by washing tools, equipment, and supplies.~~
8. Operates, inspects, and performs repairs on laboratory equipment such as clay mixers, potter's wheels, pug mill, hammer mill, sandblaster, various kilns, and power tools.
9. May mix clay and cut glass; loads, fires, and unloads a variety of kilns used for student projects.
10. May assist in preparing exhibits in Art Gallery and art building showcases; contacts artists; designs and mounts exhibits; collects and registers work; distributes work after exhibits; performs various publicity duties; maintains gallery space.
11. ~~May supervise and assign work of student assistants.~~
12. ~~May assist faculty in assembling printed class materials.~~
13. May maintain expenditure records and provide data for budget estimates.
14. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.
15. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Tools and equipment used in a ceramics and sculpture laboratory.~~

~~Properties and methods of working with clay and glazes.~~

~~Operation, repair, maintenance, and construction of kilns, pug mills, glass blowing equipment and foundry.~~

~~Glaze chemistry and welding methods and equipment.~~

~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~

~~Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~

~~Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.~~

~~Principles and procedures of record keeping and filing.~~

~~Basic inventory and purchasing processes and procedures.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~

~~Operate and repair laboratory equipment including clay mixers, glass lathe, potters wheels, pug mill, hammer mill, sandblasters, and various kilns.~~

~~Prepare clay mixes and glazes.~~

~~Weld kiln framing.~~

~~Maintain the lab and equipment in a safe and organized manner.~~

~~Observe safety procedures and protocols, including those for safe handling, and storage, and disposal of hazardous materials.~~

~~Read and understand technical manuals and protocols.~~

~~Instruct students in the use of lab equipment and lab procedures.~~

~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~

~~Operate office equipment including computers and supporting word processing.~~
~~Perform routine record keeping and report writing duties.~~
~~Work independently and collaboratively.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service

- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

****Lead, Advanced or Senior Level Positions**

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in art, ceramics, glass, sculpture, and related courses.

Experience:

~~Some~~ **Two (2) years of** experience as a laboratory technician in an appropriate subject field or comparable experience in a working art studio.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to heat, noise, dust, fumes; work with ~~ceramics~~ **art** equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a

classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance to heavy amounts of weight; to operate office and laboratory equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Revised: November 17, 2011

Laboratory Technician – Biology

LABORATORY TECHNICIAN I – ~~BIOLOGY~~ BIOLOGICAL SCIENCES

RANGE: 38 47

SUMMARY DESCRIPTION

~~Under general supervision, Provides instructional support services by performing technical work in a biology laboratory specializing in microbiology, anatomy and physiology; orders issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, ~~sets up and prepares class demonstrations and experiments~~ arranges, prepares, and gathers materials, equipment, solutions, and media for class demonstrations and experiments; applies specific biology-related industry standards and methods to reference instructional materials and course outlines.

2. Determines, designs, develops, and tests a variety of equipment for use in the biology lab.
3. Monitors the production ~~of, collects, and processes~~ and collection of toxic chemicals, hazardous waste materials and biohazardous waste resulting from lab classes and experiments; ~~collects and properly stores biohazard waste~~ arranges for proper storage and disposal of hazardous waste materials; reports maintenance problems as they occur.
4. Prepares and dispenses ~~solutions and~~ chemical ~~materials used~~ solutions for labs; prepares and performs analyses on reagents and a variety of known and unknown chemical compounds; maintains safety protocols in preparing chemical solutions ~~classes which may include reagents, chemicals, acids, bases, buffers, stains and unknowns.~~
5. Prepares ~~and dispenses culture~~ biohazardous solutions and media; ensures proper handling and disposal in accordance with applicable regulations and policies; prepares and dispenses stains, solutions, and preservatives by mixing bottling, and labeling.
6. Calibrates, maintains, ~~cleans,~~ and performs repairs on scientific equipment and supplies.
7. Inventories, orders, receives and stocks materials, supplies, and equipment for laboratory use; determines and compiles lists of needed laboratory items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arrange for returns of damaged items; search for vendors for specialty items.
8. ~~Issues and~~ Maintains records ~~and reports~~ on laboratory materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
9. ~~May~~ Maintains expenditure records and provides data for budget estimates.
10. Orders, receives, and provides care for or stores live or preserved laboratory specimens ~~such as~~ taxidermy and skulls; cleans and maintains the integrity of specimens; maintains preserved specimen fluid levels; maintains and ensures sufficient population of Dermestid beetles for lab experiments.
11. Maintains ~~care of laboratory specimens, including invertebrates, fish and other small live specimens including feeding, maintaining bedding, cleaning~~ aquariums, insects, and plant species and ~~maintaining aquarium filters.~~
12. Demonstrates ~~and assists to~~ students ~~in the~~ proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
13. ~~Prepares and performs analysis on reagents and a variety of known and unknown chemical compounds.~~
14. ~~Cleans up after each lab session by washing, and if necessary sterilizing tools, equipment and supplies.~~
15. ~~Maintains, operates, and cares for greenhouse; performs a variety of duties related to plant growth and care including plan propagation and plant specimen collection.~~
16. ~~May assist faculty in assembling printed materials.~~
17. ~~May supervise and assign work of student assistants.~~
18. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.~~
- ~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~Concepts associated with biology.~~
- ~~Techniques and protocols for biological collecting, the care of living specimens, and preservation.~~
- ~~Mathematics skills to make calculations such as metric weights and volumes, percents, and other molar solutions.~~
- ~~Plant knowledge, care and propagation techniques.~~
- ~~Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~
- ~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and biohazardous waste.~~
- ~~Principles and procedures of record keeping and filing.~~
- ~~Basic inventory and purchasing processes and procedures.~~
- ~~English usage, spelling, grammar and punctuation.~~

Ability to:

- ~~Set up, modify, service adjust, and make minor repairs to laboratory apparatus and equipment.~~
- ~~Prepare chemical and reagent solutions extracts, and dilutions to specifications.~~
- ~~Grow and propagate plants.~~
- ~~Properly mix, apply, and store chemical/organic fertilizers, herbicides and pesticides.~~
- ~~Prepare instructional equipment and specimens for laboratory exercises.~~
- ~~Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.~~
- ~~Maintain the lab and equipment in a safe and organize manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Observe safety procedures and protocols, including those for safe handling, and storage of hazardous materials.~~
- ~~Read and understand technical manuals and protocols.~~
- ~~Provide assistance to students in the use of lab equipment and lab procedures.~~
- ~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
- ~~Operate office equipment including computers and supporting word processing.~~
- ~~Perform routine record keeping and report writing activities.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet challenging priorities and deadlines.~~

- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units in biological laboratory sciences including microbiology.

Experience:

- ~~Some~~ Two (2) years of experience as a laboratory technician in Biology, Anatomy and Physiology, Chemistry, Microbiology, or a related ~~the appropriate subject~~ field.

Preferred Education and/or Experience

A Bachelor's Degree from an accredited college or university with major coursework in Biology, Anatomy and Physiology, Chemistry, Microbiology, or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to moderately high levels of toxic chemicals and solvents, allergenic plants and materials, and microbiological pathogens; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, **rubber or plastic** gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Chemistry

LABORATORY TECHNICIAN III – CHEMISTRY

RANGE 38 52

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction, Provides instructional support services for faculty and students in the use of variety of equipment, materials, and supplies in the chemistry laboratory setting by performing technical work in a chemistry laboratory; orders, issues, prepares and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments; working from knowledge of the subject area, reference materials, course~~

outline, and without specific instructions, organizes, arranges, and prepares laboratory equipment, reagents, chemical solutions unknowns, and other teaching aids for class demonstrations, experiments, and general instruction ~~sets up and prepares class demonstrations and experiments.~~

2. Prepares and dispenses hazardous and non-hazardous chemicals and solutions, ~~and chemical materials used for lab classes which may include~~ including toxins, reagents, chemicals, acids, bases, buffers, stains corrosives, oxidizers, reducers flammables, irritants, carcinogens and mutagens; performs analyses on water, reagents, and unknown compounds.
3. Troubleshoots chemistry experiments by conducting and applying quantitative and qualitative research.
4. Monitors production ~~of, collects and collection of, and processes~~ hazardous waste materials and toxic chemical materials resulting from lab classes.
5. Analyzes, categorizes, and properly stores hazardous waste according to all local, state, and federal guidelines; arranges for proper storage and disposal of toxic, hazardous waste, caustic or flammable chemicals; arranges for proper storage and disposal of toxic, caustic, or flammable chemicals.
6. Demonstrates and provides ~~instruction direct assistance assists~~ to students in the proper use and care of laboratory materials and equipment ~~as needed; assists in maintaining security of laboratories, laboratory equipment, supplies and materials.~~
7. Maintains a safe laboratory environment through the proper use of chemical segregation and labeling, safe working practices, and other prudent practices that conform to District, state, and federal requirements; coordinates with environmental health and safety on the development and implementation of related safety training programs.
8. ~~Researches,~~ inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; ~~determines and compiles lists of needed laboratory items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for returns of damaged items; searches for vendors for specialty items.~~ Evaluates chemicals and equipment for suitability, cost, availability and other factors.
9. Assists in creating and updating lab manuals and other pertinent educational documents for laboratory teaching.
10. Operates and maintains a variety of technical equipment and measuring devices, including burets, volumetric glassware, Ph meters, chromatography, analytical balance, voltmeter, spectrophotometer and others; ~~researches and advises on the selection of equipment and supplies; sets up, operates, adapts, tests, and maintains equipment; connects and interfaces computer systems and laboratory apparatus.~~
11. Prepares, troubleshoots, tests, adjusts, calibrates, and performs routine maintenance on a variety of scientific instruments, ~~Calibrates, maintains, and performs repairs on scientific~~ equipment and supplies; contacts external service representatives for major service or repair as needed; coordinates with vendors to perform balance calibration on lab equipment as needed.
12. Provides guidance on a variety of complex instruments, advanced analytical equipment, materials and supplies within chemistry labs.
13. Coordinates and performs special projects and programs for campus events; prepares and presents oral presentations to new and prospective college students from local feeder schools.

14. ~~Issues and~~ Maintains records ~~and reports~~ on ~~laboratory~~ materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
15. ~~May~~ Maintains expenditure records and provides data for budget estimates.
16. Maintains current knowledge of laws, policies and procedures related to laboratory protocols, objectives and priorities; develops strategies for the achievement of these goals; researches advances in technology and keep current on relevant technology changes pertaining to chemistry lab equipment and apparatus.
17. ~~Prepares and performs analyses on water, reagents and unknown chemical compounds.~~
18. ~~Cleans up after each session by washing, and if necessary, sterilizing tools, equipment, and supplies.~~
19. ~~May assist faculty in assembling printed class materials.~~
20. ~~May supervise and assign work of student assistants.~~
21. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory. Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~Concepts associated with Chemistry.~~
- ~~Mathematics skill to make calculations such as metric weights and volumes, percents, and molar solutions.~~
- ~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~Sufficient human relations skills to guide students and student workers, and to convey technical concepts.~~
- ~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.~~
- ~~Principles and procedures of record keeping and filing~~
- ~~Basic inventory and purchasing processes and procedures.~~
- ~~English usage, spelling, grammar, and punctuation.~~

Ability to:

- ~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~
- ~~Prepare chemical and reagent solutions, extracts, and dilutions to specifications.~~
- ~~Prepare industrial equipment and specimens for laboratory exercises.~~

- ~~Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.~~
- ~~Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.~~
- ~~Read and understand technical manuals and protocols.~~
- ~~Instruct students in the use of lab equipment and lab procedures.~~
- ~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
- ~~Operate office equipment including computers and supporting word processing applications.~~
- ~~Perform routine record keeping and reporting writing duties.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- ~~Equivalent to completion of 60 semester units of college level coursework that includes a minimum of 18 semester units chemistry laboratory classes. A Bachelor's~~

Degree from an accredited college or university with major coursework in Chemistry, Biochemistry, or a related field.

Experience:

- ~~Some~~ Four (4) years of experience as a laboratory technician or in a Chemistry stockroom the appropriate subject field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a ~~classroom~~/laboratory setting; exposure to ~~toxins, acids, bases, corrosives, oxidizers, reducers, flammables, irritants, carcinogens and mutagens~~, dusts, fumes, moderately high levels of toxic chemicals and solvent; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~frequently~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, ~~rubber or plastic~~ gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment; and to distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Computer Information Technology

LABORATORY TECHNICIAN I – COMPUTER INFORMATION TECHNOLOGY

RANGE 38 47

SUMMARY DESCRIPTION

~~Under general supervision,~~ Provides instructional support services by performing technical work in a computer information laboratory; ~~assumes responsibility for the repair and maintenance of classroom and laboratory computers; performs networking duties; installs and maintains servers; assists in the preparation of computer labs; assists faculty and students during class time and tutors students during open lab hours; performs other related duties as assigned.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets-up computer hardware and lab lessons for faculty and student use in a laboratory environment; cleans and maintains computer related hardware and cables to keep in proper working condition.
2. Assists faculty, staff and students with the general and specific uses of a variety of ~~personal~~ computer stations; demonstrates ~~personal~~ computer procedures.
3. Demonstrates ~~and provides instruction~~ to students ~~in the~~ proper use of computer equipment; tutors students in order to assist them in their understanding and use of multiple software programs.
4. Troubleshoots computer operations to determine malfunctions; perform repairs to hardware, software and floppy disks; sends equipment out for major repairs.
5. Installs and maintains servers.
6. Performs networking duties.
- ~~7. Works with faculty to ensure a positive learning environment in the lab.~~
8. May install necessary software on the CIS classroom and lab computers.
- ~~9. May assist faculty in assembling printed class materials.~~
- ~~10. May supervise and assign work of student workers.~~
11. May maintain expenditure records and provide data for budget estimates.
12. Performs duties related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operation and repair of a variety of personal computer hardware and software applications including scripting languages, office applications, web design and computer graphics software.~~

~~Concepts associated with computer information technology.~~

~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~

~~Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~

~~Principles and procedures of record keeping and filing. English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Maintain the lab and equipment in a safe and organized manner.~~

~~Operate and maintain assigned computer equipment including hardware, software and related applications.~~

~~Read and understand technical manuals and protocols.~~
~~Instruct students in the use of computer equipment and lab procedures.~~
~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
~~Operate office equipment including computers and supporting word processing, database management, and desktop publishing applications.~~
~~Perform routine record keeping and report writing duties.~~
~~Work independently and collaboratively.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of sixty (60) semester units of college coursework that includes eighteen (18) semester units of courses in Computer Information Science(CIS), Computer Science or a related field.

Experience:

Three (3) years of experience in the operation, maintenance, and repair of personal computers and related equipment.

Preferred Education and/or Experience

A Bachelor's Degree from an accredited college or university with major coursework in Computer Information Science (CIS), Computer Science, or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to noise.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 10, 2004

Johnson & Associates Revised: January 2007

Revised: November 17, 2011

Laboratory Technician – Culinary Arts

LABORATORY ~~TECHNICIAN~~ ASSISTANT II - CULINARY ARTS

Range ~~38~~ 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Provides laboratory and program assistance to students and faculty within Culinary Arts; prepares instructional materials for laboratory demonstration or use; assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in culinary arts and food production; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies; performs related duties as required.~~

~~The incumbent is expected to exercise independent judgment in the performance of duties and is responsible for maintaining all laboratory supplies, materials, equipment, and records.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Provide the use of one or more instructional culinary arts laboratories by students, faculty, and staff.~~ Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations in the Culinary Arts program.
2. ~~Practices and demonstrates the instructs students individually on the proper and safe and effective use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory used in the Culinary Arts program.~~
3. Assembles supplies and sets up apparatus used in class demonstrations and assignments, such as food ingredients for each recipe, knives, mixers, and electric chafing dishes, etc. based on syllabus.
4. Issues supplies, materials, and equipment to students such as food ingredients in quantities required for classroom assignments, knives, and measuring equipment; etc. maintains records and facilitates the return of supplies and equipment checked out to students.
5. ~~Keeps records and affects the return of supplies and equipment checked out to students.~~
6. Assists in the demonstrations of food production techniques, artistic buffet presentations, and preparation of salads, sauces, baked items, and hot and cold entrees.
7. Operates, adjusts and makes minor repairs on equipment used in culinary arts and food production, such as mixers, slicers, ovens microwaves, and toasters; etc. schedules maintenance for equipment as necessary.
8. Provides assistance to students and instructors in the preparation of food for the culinary program functions, District functions, and other catering events.
9. Keeps storerooms and work areas orderly and clean.
10. ~~May provide training and work direction to student employees.~~
11. ~~Conducts and~~ Maintains inventory records of food supplies, material and equipment and prepares periodic inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
12. Places orders to vendor, inspects foods for standards of quality, receives, and stocks materials, supplies, and equipment for laboratory the Culinary Arts program use.
13. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; sets and monitors refrigerator, freezer, and dishwasher temperatures as specified.
14. ~~Prepares~~ Assists in taking orders and preparing foods such as soups, salads, desserts and bakery goods during breakfast, lunch, or dinner to service restaurant customers.
15. ~~Assists at District catering functions.~~
16. Plans and creates menu and recommends substitutions to utilize food on hand; estimates the number

of persons to be served and determines the quantity of food to be prepared.

17. Ensures that leftover food is properly labeled, dated, stored, and utilized to keep waste at a minimum.

~~18. May supervise and assign work of student assistants.~~

~~19. May maintain expenditure records and provide data for budget estimates.~~

20. Performs **duties** related to the **primary job** duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Food preparation and pastry baking; kitchen lab operations; food materials and ingredients; basic kitchen equipment, utensil and appliance operations.~~

~~Sanitation practices applicable to food preparation, cooking, serving, and storage.~~

~~Culinary arts methods, procedures, and practices that retains nutritional value of food.~~

~~Basic methods and practices of student instruction and tutoring.~~

~~Use and operation of computers, printers, standard business software and specialized software applicable to instructional labs in Culinary Arts.~~

~~Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.~~

~~Administrative practices and procedures, including purchasing, budget balance monitoring, and record keeping.~~

~~Mathematical knowledge and skills that are required for recipe conversion and costing.~~

~~AP/EP conversion, menu pricing and inventory costs.~~

Ability to:

~~Provide assistance to students and instructional faculty.~~

~~Demonstrate culinary arts skills and use of equipment.~~

~~Coordinate the work of students to produce the required food at the right time.~~

~~Plan menus and order food and supplies in quantities to meet the requirements.~~

~~Read, understand, and adapt recipes.~~

~~Maintain the lab and equipment in a safe and organized manner.~~

~~Observe safety procedures and protocols including those for safe handling, storage, and disposal of food.~~

~~Read and understand technical manuals and protocols.~~

~~Learn District and departmental policies, procedures and information related to areas of assigned responsibility.~~

~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~

~~Perform routine record keeping and report writing duties.~~

~~Work independently and collaboratively.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~High school diploma or GED and equivalent to a degree or certificate from a culinary arts program or school including sanitation and safety course work and one year.~~ An Associates Degree or sixty (60) semester units from an accredited institution in Culinary Arts.

Experience:

Two (2) years of food industry experience that includes cooking and inventory responsibilities.

License or Certificate:

Possession of a valid ~~San Bernardino County Food Handler's Card or~~ ServeSafe® Food Protection Manager Certification or the ability to get it within seven (7) days of getting hired.

Equivalency Provision:

In the absence of an Associate's Degree or sixty (60) semester units in Culinary Arts, equivalent to the completion of high school and four (4) years of food industry experience that includes cooking and inventory responsibilities is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory/kitchen setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

Physical: Primary functions require sufficient physical ability and mobility to work in a

laboratory/kitchen setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate heavy amounts of weight up to 50 pounds; to operate kitchen appliances and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Revised: November 17, 2011

Revised: June 12, 2014

Laboratory Technician – Electricity/Electronics

LABORATORY ~~TECHNICIAN- ASSISTANT I~~ – ELECTRICITY/ELECTRONICS

RANGE: ~~38-39~~

SUMMARY DESCRIPTION

~~Under the direction of the Dean, working with minimal supervision, performs~~ Provides laboratory and program assistance to students and faculty by performing a variety of skilled and semi-skilled activities related in the Electricity/Electronics Program; ~~orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and experiments.
2. Conducts inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.

4. Performs duties following customary safety regulations, including the usage of equipment and materials, and shop safety practices.
5. Demonstrates the safe and effective operation, and use of laboratory tools and equipment.
6. Explains tool room procedures, and responds to students' questions regarding the nomenclature, use, and availability of tools, materials, and supplies.
7. May calibrate, maintain, and perform repairs on electrical equipment and supplies.
8. May assist faculty in assembling printed class materials.
- ~~9. May supervise and assign work of student assistants.~~
10. May maintain expenditure records and provide data for budget estimates.
11. Performs other duties ~~as required~~, related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~• Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~• Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~
- ~~• Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~• Safety factors necessary in operating and working with laboratory equipment, apparatus, and materials.~~
- ~~• Customary test equipment including, but not limited to oscilloscopes, signal generators, spectrum analyzers, logic analyzers, digital multi-meters (DMM's), etc.~~
- ~~• Knowledge of oscilloscopes, signal generators, spectrum analyzers, logic analyzers, digital multi-meters (DMM's).~~
- ~~• Automation systems and Programmable Logic Controller (PLC) and Programmable Automation Controller (PAC) systems to include wiring and testing and troubleshooting techniques.~~
- ~~• Principles and procedures of record keeping and filing. Basic inventory and purchasing processes and procedures. English usage, spelling, grammar, and punctuation.~~

Ability to:

- ~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment. Prepare instructional equipment for laboratory exercises.~~
- ~~Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Read and understand technical manuals and schematics electrical and electronic (blue print and schematic).~~
- ~~Demonstrate to students the use of laboratory tools and equipment.~~
- ~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
- ~~Operate office equipment including computers and supporting word processing~~
- ~~Perform routine record keeping and report writing duties.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet changing priorities and deadlines. Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications

- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of high school thirty (30) semester units from an accredited institution supplemented by specialized training in the electrical and electronic fields of automation, including communication, computers, or electrical wiring.

~~Completion of twelfth grade or equivalent and four (4) years of experience can be used in the absence of the thirty (30) semester units.~~

Experience:

Two (2) years of experience in the electricity/electronics field.

License or Certificate:

Possession of any certification within the electronic fields such as, but not limited to:

Federal Communications Commission (FCC)

General Radiotelephone Operator License (GROL)

National Electrical Manufacturers Association (NEMA) Solar Installation Certification

Electronics Technician Association (ETA) certification

Desirable Experience:

Experience in wiring and troubleshooting of control systems such as Programmable Logic Controllers (PLC), relays, contactors, motors (Direct Current and Alternate Current), single and three phase motors, data wiring, cabling, fiber optic splicing, Time-Domain Reflectometry (TDR) usage, Closed Circuit Television (CCTV) audio/video installations, as well as solar system installation. Some mechanical and pneumatic actuator knowledge as it applies to robotics and mechatronics.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory setting; exposure to dusts, fumes, noise; work with laboratory and mechanical equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~frequently~~ lift, carry, push, and/or pull light to heavy amounts of weight ~~up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance~~; to operate laboratory, mechanical and electronic shop equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, ~~rubber or plastic~~ gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician Emergency Medical Services (EMS)

LABORATORY ~~TECHNICIAN ASSISTANT I~~ – EMERGENCY MEDICAL SERVICES (EMS)

Range: 38-39

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Provides laboratory assistance to students and faculty within Emergency Medical Services (EMS); prepares instructional materials for laboratory demonstration or use; assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in EMS related disciplines; assists students and faculty with instructional activities; orders, issues, receives, and stores classroom materials and supplies; performs related duties as required.~~

~~The incumbent is expected to exercise independent judgment in the performance of duties and is responsible for maintaining all laboratory supplies, materials, equipment, and records.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Collaborates with instructional faculty to provide instructional skills laboratories for Emergency Medical Services (EMS) students, faculty, and staff; ~~working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and experiments working in the EMS program.~~
2. ~~Orients students to the proper and safe use and operation of a variety of equipment and established safety practices within the instructional laboratory~~ Demonstrates the safe and effective operation and use of tools and equipment.
3. Assembles ~~and sets up materials,~~ supplies and ~~sets up~~ equipment used in class demonstration such as mannequins, cardiac monitors, ~~and~~ rhythm generators, ~~etc.~~ based on ~~the~~ syllabus.
4. Issues ~~and maintains records on~~ supplies, materials, and equipment ~~loaned to students, instructors, and other departments, such as contents of an ALS response bag in quantities required for integrated skills assignments;~~ issues and maintains records on lockers; facilitates ~~Keeps records and effects~~ the return of supplies and equipment checked out to students.
5. Assists in demonstrations of assessment/treatment techniques, role-play presentations, and preparation of interventions such as CPAP, 12-Lead EKG, IV piggyback, and advance airway adjunct placement.
6. Operates, adjusts and makes minor repairs on equipment such as mannequins, IV arms, intubation heads, ~~and~~ laryngoscope handles, ~~etc.~~

7. Provides assistance to students and instructors in the preparation of props and equipment for campus visitations and outreach events.
8. Keeps storerooms and work areas orderly and clean.
9. ~~Provides assistance in training and work direction to student workers.~~
10. Conducts and maintains inventory records of ~~laboratory~~ supplies, material and equipment and prepares ~~periodic~~ inventory reports.
11. Places orders to vendors, inspects deliveries for accuracy of type and ~~quantity number~~, receives, and stocks materials, supplies, and equipment for laboratory use.
12. Assists in maintaining ~~the~~ security of laboratories, laboratory equipment, supplies, and materials; sets and monitors biohazardous waste refrigerator temperatures as specified in campus safety plan.
13. Works with instructional faculty to, review and update Standard Operating Procedures (SOP's) related to laboratory safety and control measures.
14. ~~Adheres to all laboratory work practices and primary controls established by the department, campus and district.~~
15. ~~May~~ Maintains expenditure records and provide data for budget estimates.
16. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Course content, equipment, safety and other procedures, supplies, and reference materials——related to an EMS skills laboratory.~~

~~Methods and procedures of preparing instructional materials used in an EMS skills——laboratory.~~

~~Concepts associated with Emergency Medical Services and out-of-hospital care delivery.~~

~~Mathematic skills related to medical calculations of metric weights, volumes, and percentages.~~

~~Sufficient interpersonal skills to guide students and student workers, and to convey technical concepts.~~

~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to EMS skills laboratory.~~

~~District occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and bio hazardous waste.~~

~~Principles and procedures of record keeping and filing.~~

~~Basic inventory and purchasing processes and procedures.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~

~~Prepare instructional equipment for laboratory exercises.~~

~~Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office~~

equipment and tools.

Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment in accordance with District safety protocol.

Observe safety procedures and protocols, including those for safe handling, storage, and disposal of hazardous materials.

Read and understand technical manuals and protocols.

Provide assistance to students in the use of lab equipment and lab procedures.

Operate office equipment including computers and supporting word processing, database management, and desktop publishing applications.

Perform routine record keeping and report writing duties.

Work independently and collaboratively.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications

- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~High school diploma or GED and equivalent to a certificate or degree from an emergency medical services/care program or school.~~ Equivalent to the completion of high school.

Required Experience:

~~One year~~ **Two (2) years** of experience as an EMS provider, ambulance vehicle support technician (VST), EMS laboratory technician or equivalent.

License or Certificate:

Possession of a valid EMT certification or **higher equivalent**.

PHYSICAL DEMANDS AND WORKING ENVIROMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to microbiological pathogens and sharps; work with EMS skills equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to moderate amounts of weight **up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance** (~~heavy weight with assistance~~); to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

Vision: See in normal visual range with or without correction; vision sufficient to read computer screens sand printed documents; and to operate assigned equipment; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: April 9, 2015

Laboratory Technician – Environmental Science

LABORATORY TECHNICIAN I – ~~ENVIRONMENTAL~~ GEO-SCIENCE AND ANTHROPOLOGY

~~RANGE 38~~ 47

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction,~~ Provides instructional support services by performing technical work in **environmental Geo-science and Anthropology** laboratories; ~~orders, issues, prepares and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise~~

independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment and records. Positions in this class specialize in the assigned subject area.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, ~~organizes, arranges, Sets-up~~ and prepares class demonstrations and experiments ~~within the Geo-Science and Anthropology laboratories.~~
2. Places and arranges samples, equipment, and models for instructional use; assembles and installs new equipment; ensures efficient laboratory operations.
3. ~~Conduct inventories~~ Inventories, places orders, receives, and stocks materials, supplies, and equipment for laboratory field use; determines and compiles lists of needed items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for returns of damaged items; searches for vendors for specialty items.
4. Curates, catalogs, inventories and ~~Orders, receives, organizes, and provides~~ cares for laboratory samples and collections in Geo-Science and Anthropology; organizes and maintains map and bone collections ~~environmental science.~~
5. Issues and maintains records on materials loaned to students, instructors, and other departments; ~~issues and maintains records on lockers.~~
6. Demonstrates ~~and assists students in the~~ proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, field supplies and materials.
7. ~~Prepares and dispenses solutions, and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.~~
8. Prepares and performs analyses on rock and mineral samples as well as a ~~reagents and a~~ variety of known and unknown ~~chemical compounds~~ specimen.
9. ~~Cleans up after each session by washing, and if necessary, sterilizing tools, equipment, and supplies.~~
10. Calibrates, maintains, and performs repairs on scientific equipment and field supplies.
11. Edits and reads maps utilizing geospatial software and maintains map collection.
12. ~~Monitors production of, collects, and processes hazardous waste materials and toxic chemicals materials resulting from lab classes; collects and properly stores biohazard waste.~~
13. ~~May assist faculty in assembling printed class materials,~~
14. ~~May supervise and assign work of student assistants.~~
15. ~~May maintain expenditure records and provide data for budget estimates.~~

16. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory. Methods and procedures of preparing instructional materials used in appropriate laboratory.~~
- ~~Techniques and protocols for the care, collection and preservation of laboratory collections.~~
- ~~Mathematics skill to make calculations such as metric weights and volumes, percents, and molar solutions.~~
- ~~Sufficient human relations skills to guide students and student workers, and to convey technical concepts.~~
- ~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~Occupational hazards and standard safety practices including methods and techniques used in handling hazardous chemicals and bio hazardous waste.~~
- ~~Principles and procedures of record keeping and filing~~
- ~~Basic inventory and purchasing processes and procedures.~~
- ~~English usage, spelling, grammar, and punctuation.~~

Ability to:

- ~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~
- ~~Prepare chemical and reagent solutions, extracts, and dilutions to specifications.~~
- ~~Prepare industrial equipment and specimens for laboratory exercises.~~
- ~~Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.~~
- ~~Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.~~
- ~~Read and understand technical manuals and protocols.~~
- ~~Provide assistance to students in the use of lab equipment and lab procedures.~~
- ~~Listen actively and effectively, identify and solve problems, and facilitate problem solving.~~
- ~~Operate office equipment including computers and supporting word processing applications.~~
- ~~Perform routine record keeping and reporting writing duties.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~

- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information

- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- An Associate's Degree or ~~Equivalent to completion of~~ sixt (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units in ~~environmental~~ Geo-science-related coursework. Courses may include, but are not limited to, ecology, environmental science, geography, oceanography, atmospheric science, ~~petrography~~, biogeography, climatology, soil science, and general, organic and environmental chemistry.

Experience:

- ~~Some~~ Two (2) years of experience ~~as a laboratory technician in the appropriate subject~~ in the Geo-science field.

License/Certificate

Possession of a valid driver's license.

DESIRED EDUCATION/EXPERIENCE

A Bachelor's Degree from an accredited college or university with major coursework in Environmental Science or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory or **field** setting; exposure to ~~dust, moderately high levels of toxic chemicals and solvents, allergenic plants and materials, and microbiological pathogens~~; work with laboratory equipment ~~and~~, apparatus, ~~rocks and minerals~~.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull **light to moderate amounts of weight up to 25 pounds**; **to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance**; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, ~~rubber or plastic nitrile~~ gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Microbiology

LABORATORY TECHNICIAN II– MICROBIOLOGY

RANGE: 38 50

SUMMARY DESCRIPTION

~~Under general direction, Provides instructional support services by performing technical work in microbiology laboratory; orders, issues, prepares and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.~~

~~Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments; working from knowledge of the subject area, reference materials, course outline, and without specific instructions, organizes, sets up and prepares class demonstrations and experiments within the Microbiology laboratory; places and arranges equipment and models for instructional use; assembles and installs new equipment; ensures efficient laboratory operations.
2. ~~Cultures~~-Prepares cultures by propagation of viable pathogenic and non-pathogenic stock cultures of bacteria, viruses, and fungi; prepares, maintains, and performs quality control testing of all laboratory media used for the growth and propagation of microorganisms.
3. Prepares and performs analyses on bacteria used for students to observe for mutation and effectiveness; maintains viability and quality control of bacterial cultures used during consecutive laboratory sessions; plans and directs critical time schedules necessary for the propagation of bacterial cultures by re-culturing to new growth media.
4. Prepares and dispenses solutions, and chemical materials used for lab classes ~~which may include including~~ reagents, ~~chemicals~~, acids, bases, buffers, stains, and unknowns.
5. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; obtains invoices and receipts for goods received.
6. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
7. Demonstrates ~~and provides instruction~~ to students ~~in the~~ proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
8. ~~Cleans up after each lab session by washing, and if necessary, sterilizing~~ Sterilizes tools, equipment, and supplies; sanitizes laboratory clothing, materials, and supplies.
9. Operates scientific equipment such as autoclave, analytical balance, chromatography and electrophoresis equipment, spectrophotometer, pH meter, and microscopes; calibrates, maintains, and performs repairs on scientific equipment and supplies.
10. ~~Demonstrates and provides instruction to students in bacteriologic techniques and aseptic handling of infectious agents of disease; provides contamination free laboratory environment.~~
11. Monitors the production and collection of, ~~collects, and processes~~ hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly processes and disposes of biohazard waste.
12. Prepares and performs analyses on bacteria used for student unknown to observe for mutation and effectiveness.
13. ~~Calibrates, maintains, and performs repairs on scientific equipment and supplies.~~
14. ~~May assist faculty in assembling printed class materials~~
15. ~~May supervise and assign work of student assistants.~~
16. May maintain expenditure records and provide data for budget estimates.
17. Performs other duties related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.~~
- ~~Techniques and protocols for the care, collection and preservation of laboratory collections.~~
- ~~Mathematics skill to make calculations such as metric weights and volumes, percents, and molar solutions.~~
- ~~Sufficient human relations skills to guide students and student workers, and to convey technical concepts.~~
- ~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~
- ~~Occupational hazards and standard safety practices including methods and techniques used in handling hazardous chemicals and bio hazardous chemicals.~~
- ~~Principles and procedures of record keeping and filing~~
- ~~Basic inventory and purchasing processes and procedures.~~
- ~~English usage, spelling, grammar, and punctuation.~~

Ability to:

- ~~Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.~~
- ~~Prepare chemical and reagent solutions, extracts, and dilutions to specifications.~~
- ~~Aseptically transfer and isolate pure cultures of bacteria, prepare electrophoresis gels, DNA laboratory samples, and associated chemical solutions.~~
- ~~Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.~~
- ~~Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.~~
- ~~Observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.~~
- ~~Read and understand technical manuals and protocols.~~
- ~~Instruct students in the use of lab equipment and lab procedures.~~
- ~~Operate office equipment including computers and supporting word processing.~~
- ~~Perform routine record keeping and reporting writing duties.~~
- ~~Work independently and collaboratively.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- An Associate's Degree or the completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units of biological laboratory sciences including microbiology.

Experience:

- ~~Some~~ Four (4) years of experience as a laboratory technician in microbiology, biology, or a related ~~the appropriate subject field~~.

Preferred Education and/or Experience:

- A Bachelor's Degree from an accredited college or university with major coursework in, Microbiology, Biology, Biochemistry or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to dusts, mists, fumes, moderately high levels of toxic chemicals, allergenic plants and materials; work with laboratory equipment apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend,

kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Laboratory Technician – Physics

LABORATORY TECHNICIAN I – PHYSICS

RANGE: 38 47

SUMMARY DESCRIPTION

~~Under general supervision; Provides instructional support services by performing technical work in physics laboratory/astronomy laboratories; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; assists in the preparation of laboratory experiments and demonstrations; performs related duties as required. Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments; working from knowledge of the subject area, reference materials, course outline and without specific instructions, organizes, arranges, sets up and prepares class demonstrations and experiments in the Physics/Astronomy laboratory.~~
2. ~~Places and arranges equipment and models for instructional use; assembles and installs new equipment; ensures efficient laboratory operations.~~
3. ~~Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; determines and compiles lists of needed laboratory items and supplies for upcoming semester~~

instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for returns of damaged items; searches for vendors for specialty items.

4. Issues and maintains records of materials and equipment loaned to students, instructors, and other departments.
5. Demonstrates ~~and provides instruction~~ to students ~~in the~~ proper use and care of laboratory materials and equipment.
6. Assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
7. ~~Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.~~
8. Calibrates, maintains, and performs repairs on scientific and electronic equipment and apparatus; ~~fabricates electronic and mechanical apparatus; uses schematics to diagnose circuit issues.~~
9. ~~Constructs special projects from schematics, blueprints or sketches, and circuit diagrams; uses machining tools as needed.~~
10. ~~Supervises student use of computers in~~ Oversees the computer lab; provides guidance ~~and instruction~~ to students on proper use of computers and related peripheral equipment.
11. ~~May supervise and assign work of student assistants.~~
12. ~~May assist faculty in assembling printed class materials.~~
13. May maintain expenditure records and provide data for budget estimates.
14. ~~Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.~~
15. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

~~The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.~~

Knowledge of:

~~Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.~~

~~Concepts and applications of physics.~~

~~Electronic and mechanical equipment maintenance and repair techniques; including the principles of digital devices.~~

~~Techniques used in the fabrication of electronic and mechanical apparatus.~~

~~Methods and procedures of preparing instructional materials used in appropriate laboratory.~~

~~Sufficient human relation skills to guide students and student workers, and to convey technical concepts.~~

~~Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.~~

~~Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.~~

~~Principles and procedures of record keeping and filing.~~

~~Basic inventory and purchasing processes and procedures.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

Identify and work with physics and astronomy laboratory equipment, supplies, and materials.
 Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.
 Analyze equipment malfunctions and perform repairs on optical, electrical, and mechanical equipment.
 Construct and circuit diagrams and sketches.
 Construct special projects from schematics, blue prints or sketches; utilize machining tools.
 Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.
 Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.
 Observe safety procedures and protocols including those for safe handling and storage of hazardous materials.
 Read and understand technical manuals and protocols.
 Instruct students in the use of lab equipment and lab procedures.
 Listen actively and effectively, identify and solve problems, and facilitate problem solving.
 Operate office equipment including computers and supporting word processing.
 Perform routine record keeping and report writing duties.
 Work independently and collaboratively.
 Plan and organize work to meet changing priorities and deadlines.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information

- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's Degree or the completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units of physics or astronomy laboratory courses.

Experience:

~~Some Two (2) years of~~ experience as a laboratory technician in ~~the Physics and/or Astronomy appropriate subject field including that includes~~ the operation, maintenance, and repair of electronic equipment.

Preferred Education and/or Experience

A Bachelor's Degree from an accredited college or university with major coursework in physics, astronomy, or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENTS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting or machine shop; exposure to dusts, fumes, moderately high levels of noise and electrical energy; work with laboratory and electronic equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office, laboratory and electronic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

Library Media Clerk

LIBRARY MEDIA CLERK

RANGE 26 27

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of routine clerical duties in support of the various sections/functions of the library; ~~checks materials in and out of the library; provides general assistance to library patrons; distributes library cards; collects fines as necessary; and provides interlibrary loan services between campuses.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists students, instructors, and other patrons at the circulation desk or other assigned library desk area; checks out books, computer cards, software, and other library materials; checks in library materials and prepares/processes materials for return to the circulating collection; registers new patrons; inputs accounts ~~and issues library cards.~~
2. ~~Selects and prints patrons documents from print servers; collects and receipts monies collected for printouts.~~
3. Answers routine questions and provides information to patrons; directs patrons to librarians and others when necessary.
4. Receives, processes, and records overdue fines; ~~provides printouts for students;~~ counts, balances, and records money received.
5. Provides interlibrary loan services between campuses; gathers and sends materials; receives and notifies requestors that books/materials are available.
6. Operates and maintains a variety of equipment ~~including such as~~ computers ~~terminals,~~ assigned software, printers, copiers, registers, ~~microfilm reader,~~ and related equipment; ~~performs minor repairs as necessary.~~
7. Repairs materials as directed; glues, re-labels, or tapes books as necessary; replaces pages and performs minor binding repair as necessary.
8. Answers telephones, takes messages, and/or transfers calls to appropriate personnel.
9. ~~Duplicates audio and video tapes; duplicates other audio-visual materials onto a medium other than the original as necessary.~~
10. Opens and closes the library according to established procedures as assigned.
11. ~~Trains and provides work direction to student assistants;~~ Assists other library personnel as directed.
12. Perform other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations of a library.~~

~~Clerical and general office assistance and support duties applicable to a library.~~

~~Basic circulation policies, procedures, and terminology.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Principles, practices, and procedures of record keeping.~~

~~Operating characteristics, care, and minor repair techniques for a variety of library equipment including computer terminal, typewriter, printer, copier, microfilm and microfiche readers, and audio-cassette recorders.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Principles and techniques of customer service.~~

~~Telephone procedures, techniques, and etiquette.~~

Basic mathematical concepts.

Ability to:

~~Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public~~

~~Effectively present information in person or on the telephone.~~

~~Perform a variety of library support duties and activities of a general clerical and routine technical nature in support of the assigned library program area or function.~~

~~Learn library practices and procedures.~~

~~Learn the location of materials in the library.~~

~~Perform routine clerical duties in support of the Library operations and services~~

~~Operate office equipment including computers and supporting software applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Deal with irate patrons in a calm manner.~~

~~Type at rate of speed necessary for successful job performance.~~

~~Work cooperatively with others.~~

~~Train and provide work direction to others.~~

~~Maintain accurate and complete records and files.~~

~~Work independently with little direction.~~

~~Understand and follow oral and written directions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school.

Experience:

One (1) year of clerical or public contact experience. ~~Experience in a library is desirable.~~

Desired Education/Experience:

Experience working in a library.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a library and office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in a library and office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~frequently~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Library Technical Assistant I

LIBRARY TECHNICAL ASSISTANT I

RANGE: ~~30~~ 34

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of technical and specialized library tasks ~~related to the~~ in the operation of assigned Library services and functional areas, which may include the processing of library periodicals; assists in performing circulation duties including checking materials in and out; ~~provides general assistance to library patrons; and maintains a variety of files and records.~~

~~The Library Technical Assistant I is the first level in the Library Technical series. The Library Technical Assistant I is distinguished from the Library Technical Assistant II by the latter's responsibilities for the acquisition of books and/or overseeing an assigned service desk.~~

DISTINGUISHING CHARACTERISTICS

The Library Technical Assistant I classification is distinguished from Library Media Clerk classification by the level of responsibility assumed and the additional duties assigned. Employees in this classification perform technical and specialized tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Maintains the periodicals collection within the library including magazines and journals; receives and processes all incoming magazines, newspapers, and related material and enters them into various databases; stamps materials and adds magnetic theft deterrent strips; shelves materials and maintains shelving.
2. Identifies, removes, and archives periodicals from collection as necessary; sends archived periodicals out to be hard-bound; discards items from the collection as necessary.
3. Contacts subscription companies as necessary in order to report periodicals that have not been received by the library.
4. Assists in performing a variety of circulation duties as assigned; checks out books, computer cards, software, and other library materials; checks in library materials and prepares/processes materials for return to the circulating collection; registers new patrons; ~~and~~ inputs accounts ~~and issues library cards~~; receives, processes, and records overdue fines; provides interlibrary loan services between campuses.
5. Assists in verifying bibliographic information for books, periodicals and other library materials using indexes, catalog guides, and computerized databases.
6. Answers questions and provides information to patrons; directs patrons to librarians and others when necessary.
7. Assists in preparing exhibits, displays, and other publicity materials.
8. Assists in preparing books and periodicals for bindery; mends books and periodicals.
9. Operates and maintains a variety of equipment including computers ~~terminals~~, printers, copiers, registers, and related equipment; ~~performs minor repairs as necessary~~.
10. Organizes and maintains various files and records.
11. ~~May provide lead supervision to student employees; trains and provides work direction to student workers; assists other library personnel as directed.~~
12. Performs ~~duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a library.~~

~~Principles, practices, procedures, and terminology of a college library.~~

~~Procedures for processing library materials.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Operating characteristics, care, and minor repair techniques for a variety of library equipment including computer terminal, typewriter, printer, copier, microfilm and microfiche readers, and audio-cassette recorders.~~

~~Business mathematics.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles and techniques of customer service.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Oversee and participate in the physical maintenance of assigned collection.~~

~~Processes all incoming magazines, newspapers, and related material and enters into various databases.~~

~~Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public.~~

~~Effectively present information in person or on the telephone.~~

~~Perform a variety of library support duties and activities of a general clerical and routine technical nature in support of the assigned library program area or function.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Type at rate of speed necessary for successful job performance.~~

~~Work cooperatively with others.~~

~~Train and provide work direction to others.~~

~~Maintain accurate and complete records and files.~~

~~Work independently with little direction.~~

~~Understand and follow oral and written directions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~high school the twelfth grade~~.

Experience:

Two (2) years of increasingly responsible library support experience, including receiving and processing library materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a library and office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in a library and office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Library Technical Assistant II

LIBRARY TECHNICAL ASSISTANT II

RANGE 34 37

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Performs a variety of ~~complex~~ difficult technical and specialized library tasks in the operation of assigned Library services and functional areas, which may include book ordering, receiving, and processing, overseeing the operation of an assigned service desk or unit, and/or other service areas as assigned; ~~provides technical assistance to patrons in the use of Library equipment; and selects, trains, schedules, and oversees student assistants.~~

~~This is a broad classification with individual positions assigned to specific functional areas; positions assigned to this class perform duties and are required to have skills related to assigned area(s) which may include book ordering, receiving, and processing or overseeing the operation of an assigned service desk or unit. Duties and assignments may overlap depending on the operational needs of the department and staffing levels.~~

DISTINGUISHING CHARACTERISTICS

The Library Technical Assistant II classification is ~~the second level in the Library Technical series. The Library Technical Assistant II is~~ distinguished from the Library Technical Assistant I classification by the level of responsibility assumed and the additional duties assigned, such as ~~responsibilities for~~ the acquisitions of books, ~~and/or~~ overseeing an assigned service desk, and the provision of lead support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Processes books for the library both physically and electronically which may include stamping books and adding magnetic theft deterrent strips, date due slips, reference stickers, reserve stickers book jacket covers, accession number, bar codes, and spine labels; enters book information into various databases.
2. Performs cataloguing or copy cataloguing for a variety of print and non-print materials including books, ~~videotapes~~, DVDs, and related materials.
3. Creates purchase orders to purchase a variety of library materials including books and media; reviews and evaluates orders with appropriate staff.
4. Assists in maintaining and upgrading the library collection including removal of obsolete items both physically and electronically.
5. Oversees the operation of a service desk or unit including circulation, discharging, and re-shelving of materials; ~~selects, trains, and directly oversees student and hourly employees;~~ assigns and prioritizes

daily activities; reviews work for accuracy; ~~ensures that assigned service desk runs smoothly and efficiently.~~

6. Oversees and participates in assisting students, instructors, and other patrons at the circulation desk or other assigned library desk area; checks out books and other library materials; checks in library materials and prepares/processes materials for return to the circulating collection; registers new patrons; inputs accounts ~~and issues library cards.~~
7. Assists students, instructors, and other patrons regarding library policies and procedures and in locating library materials; answers reference questions as necessary.
8. Receives, processes, and records overdue fines; ~~provides printouts for students;~~ counts, balances, and records money received.
9. ~~Operates and maintains a variety of equipment including computer terminals, printers, copiers, registers, microfilm reader, and related equipment; performs minor repairs as necessary.~~
10. Performs a variety of general clerical work; ~~types a variety of documents;~~ prepares schedules; answers telephones, takes messages, and/or transfers calls to appropriate personnel; enters information into computer system; prepares and maintains a variety of records, reports and files related to library operations and activities; creates and maintains assigned databases.
11. Opens and closes the library according to established procedures as assigned.
12. ~~Prepares exhibits, displays, and other publicity materials.~~
13. ~~Prepares books and periodicals for bindery; mends books and periodicals.~~
14. ~~Oversees assigned student and hourly employees; trains and provides work direction to student workers; assists other library personnel as directed.~~
15. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a library.~~

~~The Library of Congress Classification System, MARC System, and cataloging rules.~~

~~Advanced principles, practices, procedures, and terminology of a college library.~~

~~Advanced procedures for processing library materials.~~

~~Cataloging and classification techniques.~~

~~Automated systems and procedures related to computerized online library systems.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Operating characteristics care, and minor repair techniques for a variety of library equipment including computer terminal, typewriter, printer, copier, microfilm and microfiche readers, and audio cassette recorders.~~

~~Bibliographic search methods and techniques.~~

~~Business mathematics.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles and techniques of customer service.~~

~~Principles of supervision, training, and providing work direction.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Perform a variety of library support duties and activities in support of the assigned library program area or function.~~

~~Oversee the operation of a service unit.~~

~~Order, receive, and processing books and related material and enter into various databases.~~

~~Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public.~~

~~Effectively present information in person or on the telephone.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Type at rate of speed necessary for successful job performance.~~

~~Work cooperatively with others.~~

~~Oversee, train and provide work direction to others.~~

~~Maintain accurate and complete records and files.~~

~~Work independently with little direction.~~

~~Understand and follow oral and written directions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information

- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

****Lead, Advanced or Senior Level Positions**

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to the completion of the twelfth grade~~ An Associate's Degree or sixty (60) semester units from an accredited college or university with coursework in library sciences.

Experience:

Three (3) years of increasingly responsible library support experience including receiving and processing library materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a library and office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in a library and office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Learning Resources Assistant

Abolished. Clerical duties in the centers will be performed by the appropriate classification in the administrative support/clerical series.

~~LEARNING RESOURCES ASSISTANT~~

~~RANGE: 26~~

~~Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.~~

SUMMARY DESCRIPTION

~~Under general supervision, assists students and staff with the use of equipment found in the Learning Resource Center; coordinates the tutorial program and coordinates and monitors student tutor activities; performs a variety of responsible learning center tasks connected with the researching and inventory of a variety of instructional media related to computers and organizes and maintains a variety of student records.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides a variety of information to faculty, staff, and students concerning the Learning Resource Center.
2. Assists students and staff with the use of equipment found in the Learning Resource Center including computers; secures and distributes tests for make-up exams as necessary.
3. Assists in the recruitment, selection, and placement of student tutors; organizes, prepares, and maintains a variety of records, statistics and reports related to the Learning Resource Center; maintains and monitors a number of student tutor budgets and employment records; collects and reviews student tutors' time sheets and verifies appropriate budget payroll accounts.
4. Helps develop and supervise work schedules for student tutors; maintains student payroll records.
5. Performs a variety of general office duties including typing, proofreading, filing, and checking materials against purchase orders.
6. Catalogues VHS tapes, DVD's, books and related materials for student and faculty check out.
7. Keeps higher level staff advised of equipment failures; completes reports documenting problems.
8. Maintains the Learning Resource Center in a clean, safe, and orderly manner.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations of a learning resource center.

Principles, practices, and terminology used in the operation of a variety of computers and peripheral equipment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Methods of financial and payroll recordkeeping.

Clear handwriting.

English usage, grammar, spelling, punctuation, and vocabulary.

Principles and procedures of record keeping.

Oral and written communication skills.

Ability to:

Supervise student help.

Provide assistance to students and staff in a tactful and courteous manner.

Adapt to changing technologies and learn functionality of new equipment and systems.

Maintain learning resource center in a safe, clean, and orderly condition.

Assist students and staff in proper operation and use of equipment.

Type or enter data at a speed necessary for successful job performance.

Maintain a clean environment for students and staff.

Maintain accurate and complete records and files.

Understand and follow oral and written directions.

~~Work independently in the absence of supervision.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.~~

~~**Education and Experience Guidelines**—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

~~**Education/Training:**~~

~~Equivalent to the completion of the twelfth grade.~~

~~**Experience:**~~

~~One year of general clerical experience.~~

~~**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is performed primarily in a computer laboratory setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.~~

~~**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

~~Board Approved: March 12, 1992~~

~~Johnson & Associates Revised: January 2007~~

Physical Education and Athletic Equipment Specialist

PHYSICAL EDUCATION AND ATHLETIC EQUIPMENT SPECIALIST

RANGE 26

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Receives, issues, repairs, and maintains equipment and supplies used in the athletic and physical education programs; and prepares facilities for athletic competitions and physical education classes.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Receives, issues, and maintains athletic and physical education equipment; issues towels and locks; receives returned supplies and equipment and follows up on items not returned; notifies student of costs of lost items; places students on the Hold List for items not returned; maintains necessary records.
2. Issues specialty and protective gear for competitive sports such as shoes, helmets, and pads; checks for appropriate fit of such equipment.
3. Washes towels and uniforms and returns to assigned lockers; sorts clothing for dry cleaning; packs clothing sport bags in preparation for athletic events.
4. Maintains adequate stock levels of supplies and equipment; maintains inventory of equipment; receives and marks all equipment with college identification, and stores equipment in proper location; prepares annual inventory of equipment.
5. Performs equipment repairs such as replacing straps on protective pads, painting hurdles, restringing badminton nets, and replacing tennis nets; applies protective treatments to preserve equipment.
6. Packs and loads equipment and supplies needed for intercollegiate games away from the college; may accompany teams to away games.
7. Prepares playing fields or areas for games by marking lines and/or setting up required equipment, such as starting blocks, baskets, hurdles, nets and port-a-pits; opens locker room for visiting teams as necessary.
8. Maintains fitness center and weight room equipment, ~~;~~ maintains lockers, dressing areas, washrooms, and equipment storage rooms in a secure, clean, orderly, and sanitary condition.
9. ~~Supervises students working with~~ Oversees the use of physical education and athletic equipment and supplies; ensures adherence to safe work practices and procedures.
10. Operates a variety of athletic and cleaning equipment, including an industrial washer and dryer, hand tools, vacuums, and blowers.
11. Accompanies athletic teams and travels to athletic events as assigned.
12. Maintains a variety of files, logs, and records related to equipment for assigned activities.
13. Greets visiting teams and athletic officials; directs them to designated areas before, during, and after athletic events.
14. May assist in the preparation of athletic and physical education planning and program review budgets; recommends replacement of equipment and supplies; may contact equipment/supply sales representatives; may prepare requisitions to obtain necessary equipment and supplies.

15. Performs **other duties** related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Equipment and supplies used in a variety of sports depending on assignment.
Proper methods of storing athletic equipment, materials, and supplies.
Proper setup of athletic equipment and playing areas.
Methods of cleaning, maintaining, adjusting, and repairing athletic uniforms and equipment.
Basic health and safety regulations and appropriate precautions and procedures.
Principles and procedures of record keeping.
Oral and written communication skills.
Basic mathematical principles.
Occupational hazards and standard safety practices.~~

Ability to:

~~Maintain and perform minor adjustments and repairs to athletic and physical education equipment and clothing.
Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures using good judgment.
Maintain accurate and complete records and files.
Travel to athletic events and work outside normal business hours.
Set up, repair, and maintain a variety of athletic and physical education equipment.
Operate and use assigned equipment.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences

- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*****Lead, Advanced or Senior Level Positions***

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

~~Some Six months of experience working with athletic equipment and supplies to ensure competency in the knowledge and ability areas outlined below; one year of experience providing support in a physical education, athletic, or recreation program environment desirable.~~

Desired Education/Experience:

Experience providing support in a physical education, athletic, or recreation program environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in indoor and outdoor environments; travel from site to site; work with a variety of athletic equipment; exposure to noise, dust, unpleasant odors, and inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work irregular hours, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor/outdoor environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to perform set up for athletic events in a safe and effective manner; to identify and distinguish colors; and to operate and maintain assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Planetarium Production & Presentation Coordinator

PLANETARIUM PRODUCTION & PRESENTATION COORDINATOR

RANGE: 44

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of skilled activities relating to all aspects of planetarium show production and presentation; integrates planetarium presentations with observatory sky viewing; and provides support to the astronomy education program in the planetarium and observatory.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and conducts planetarium presentations, symposia and planetarium school shows, including program scheduling and publicity for planetarium and observatory events.
2. Assists in developing and updating educational materials for school planetarium shows including writing and preparing program scripts utilizing a wide range of multi-media effects.
3. Prepares and designs computer-generated graphics from draft materials and designs graphic presentation materials.
4. Mixes narrative and music sound tracks into a production master; reproduces computer/video graphics from archived materials.
5. Maintains contact with vendors and other planetariums to obtain resources for the preparation of planetarium productions; prepares orders for parts and supplies as necessary.
6. Participates in the design, installation, maintenance and operation of planetarium and observatory equipment, including the star projector, video projectors, special effects, sound systems, control systems and telescopes and new technology.
7. Maintains security of the planetarium, observatory and related equipment and supplies; maintains records on all astronomy equipment.
8. Operates and monitors all telescopes and related equipment for public and classroom use; operates video and photographic equipment.
9. Sets up and prepares class demonstrations working from knowledge of astronomy, reference materials, course outline and oral instructions. Works with astronomy faculty to review the literature in astronomy and related sciences to stay current with recent developments.
10. ~~Supervises student workers.~~
11. Assists in the development of annual budgets and administrative reports.
12. Creates, updates, and maintains planetarium lobby displays.
13. Responds to District ~~PR~~ public relations requests for astronomical information and visuals for

publication.

14. Performs ~~other duties~~ related ~~as required, as related~~ to the primary job duties function of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Fundamentals and applications of astronomy with skills in observational astronomy.~~
- ~~Patterns, locations, mythology and characteristics of the constellations, bright stars, solar system objects and notable objects such as nebula, galaxies, variable stars and quasars, including their respective locations.~~
- ~~Operational characteristics and maintenance of planetarium, observatory and related equipment.~~
- ~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
- ~~Principles and procedures of record keeping and filing.~~

Ability to:

- ~~Present live and prepared programs to audiences of all levels from kindergarten through college and to the general public.~~
- ~~Write and prepare program scripts.~~
- ~~Interface with audience as host and speaker.~~
- ~~Assemble or adapt programs utilizing a wide range of multi-media effects.~~
- ~~Set up, adjust and maintain all projection systems.~~
- ~~Program skyskan automation system to operate projectors and special effects.~~
- ~~Operate a variety of telescopes and accessories and organize and present sky viewing activities.~~
- ~~Create custom, fine technical and graphic art for flyers, posters, exhibits and media publicity.~~
- ~~Create new graphics, and maintain all visuals for quality audio-visual presentations.~~
- ~~Organize, catalog and act as curator for all printed (books, charts, and magazines) and digitally recorded astronomical materials, multi-media video, music, and audio-visual recording computer software, and 35mm slide Library.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question

- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to the completion of a~~ A Bachelor's degree, with course work in Astronomy or a related field.

Experience:

Two (2) years of increasingly responsible experience in the development and delivery of planetarium shows and observatory events ~~that includes demonstrated skill and ability in the operation of a planetarium star projector and associated audio-visual projectors, sound system operation, script writing, graphic design, soundtrack production, telescope and observatory operation and equipment maintenance.~~

DESIRED EDUCATION/EXPERIENCE:

Experience in the operation of a planetarium star projector and associated audio-visual projectors, sound system operation, script writing, graphic design, soundtrack production, telescope and observatory operation and equipment maintenance.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a planetarium or observatory setting; work at heights on ladders and above an open instrument storage shaft; exposure to high voltages and solar radiation. Incumbents may work nights and weekends as part of regular assignment.

Physical:

Primary functions require sufficient physical ability and mobility to work in a planetarium setting; to

stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to moderate amounts of weight **up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance**; to operate office and planetarium equipment requiring repetitive hand movement and fine coordination; to perform public speaking; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and view the night sky through telescopes and miscellaneous observatory equipment; operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Senior Theatre Arts Technical Support Specialist

SENIOR THEATRE ARTS TECHNICAL SUPPORT SPECIALIST

RANGE: 50

SUMMARY DESCRIPTION

~~Under direction of the Dean, working with minimal supervision in consultation with department faculty,~~ **Plans**, organizes, designs, and directs, all technical aspects of a variety of theatrical, dance, music, and related live events. Including, stage set-up, lighting, sound, rigging, and related production functions; coordinates, schedules, and monitors events held at the campus theatre.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees and coordinates the set up and execution of technical requirements of productions at the auditorium, theatre, and related facilities including lighting, sound, and scenery requirements; prepares lights and sounds for outside venues.
2. Learns and applies emerging technologies, including networking digital media, and cinematography, to perform duties in an efficient, organized, and timely manner.
3. Communicates with users to establish, discuss, or clarify technical requirements of productions.
4. Designs, builds, and repairs sets and scenery for various shows for the Theatre Department.
5. Designs, hangs, focuses, and cues lighting for all productions in the auditorium.
6. Creates sound effects and operates the various mixers and sound equipment.
7. Executes all rigging and flying of curtains, backdrops, and other flown scenery; rigs special scenery used with hang systems.
8. Prepares flyers, posters, and programs for shows; delivers materials to be copied.

9. Procures and maintains inventory of equipment and supplies related to production activities; picks-up materials as needed; monitors assigned budgets.
10. Coordinates with appropriate departments to assure that necessary equipment and personnel are scheduled.
11. Trains and provides work direction to part-time or student workers as assigned; provides advice and guidance on the safe operation and use of tools and equipment; oversees students working in shop and on designated areas required for shows.
12. Oversees personnel in the box office during show nights.
13. Maintains and enforces fire, safety, and health regulations for the protection and safety of facility users and audiences.
14. Performs other duties ~~as-required~~ related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Methods, equipment, and materials used in the technical operations of theatre productions.~~
- ~~Technical requirements of theatre productions including lighting, sound, and scenery/set design.~~
- ~~Methods and techniques of maintaining, installing, and repairing electrical systems and equipment.~~
- ~~Operational characteristics of maintenance and construction equipment and tools used in the area of assignment including specialized theatre productions equipment.~~
- ~~Office procedures, methods, and equipment including computers and applicable technology and software applications.~~
- ~~Computer networking including WAN LAN systems.~~
- ~~Pertinent federal, state, and local codes, laws, and regulations including safety regulations.~~
- ~~Occupational hazards and standard safety practices.~~
- ~~Oral and written communication skills.~~
- ~~Interpersonal skills using tact, patience, and courtesy.~~
- ~~Principles and practices of training and providing work direction.~~

Ability to:

- ~~Read blueprint drawings of stage scenery.~~
- ~~Operate and maintain a variety of specialized theatre production and stage equipment, including: lighting, sound, and rigging equipment as well as carpentry and electrical tools.~~
- ~~Work flexible schedule inherent to productions of theatre, music, and dance events.~~
- ~~Provide technical advice and assistance for the theatre productions including lighting, sound and scenery.~~
- ~~Interpret and apply applicable federal, state, and local laws, codes and regulations.~~
- ~~Perform assigned work in accordance with appropriate safety practices, and regulations.~~
- ~~Operate and maintain a variety of specialized theatre production equipment, including lighting, sound and rigging equipment.~~
- ~~Train and provide work direction to others.~~

- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Work independently in the absence of supervision.~~
- ~~Understand and follow oral and written directions.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted during the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service

- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in theatre arts or a related field. ~~Additional experience may be substituted for formal education on a year for year basis.~~

Experience:

- Three (3) years of experience in providing technical theatre support ~~including that~~ includes set construction, lighting and sound.

License or Certificate:

Possession of a valid driver's license.

Equivalency Provision:

In the absence of a Bachelor's degree in theatre arts or a related field, an Associate's degree and five (5) years of experience in providing technical theatre support that includes set construction, lighting and sound is qualifying.

In the absence of an Associate's degree in theatre arts or a related field, the equivalent of completion of high school and seven (7) years of experience in providing technical theatre support that includes set construction, lighting and sound is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a theatre, stage and shop setting; exposure to noise, dust, grease, smoke fumes, noxious odors, and gases; work at heights on scaffolding and ladders; work around or operate power tools and equipment. Positions may be required to work evenings and weekends. May interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical: Primary functions require sufficient physical ability and mobility to operate a motor vehicle, work in a theatre, stage and shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend kneel, crouch, reach and twist; to frequently lift, carry, push, and/or pull light to moderate to heavy amounts of weight up to 50 pounds; to lift carry, push, and/or pull heavier amounts of weight with or without assistance; to perform medium to heavy physical work; to work in confined spaces and around machines for prolonged periods of time; to climb and descend ladders; to operate assigned equipment and power tools requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Teaching Assistant

Abolished. Duties are found in the Laboratory Technician Series.

TEACHING ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ~~not~~ intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under the direction of an assigned supervisor, assists students and instructors in assigned academic subject areas; assists in preparation of instructional materials for multiple labs; performs related clerical duties as assigned.~~

REPRESENTATIVE DUTIES

~~The following duties are typical for this classification.~~

- ~~1. Assists students individually or in small groups, reinforcing or following up on instructions provided by instructor; explains concepts, principles and terminologies to students.~~
- ~~2. Assists in the administration and scoring of student tests and class assignments; assists in the~~

preparation, distribution and maintenance of instructional lab materials.

3. Advises and instructs students and instructors in the proper operation of instructional equipment such as word processors; operates business machines, computer terminal and other equipment specific to the assignment.
4. Assists assigned instructors in planning, implementing and monitoring individualized education plans for students with special needs; meets with instructors to discuss classroom observations and area requiring additional follow-up work.
5. Evaluates and recommends purchase of instructional materials; orders, receives, catalogs and stores lab materials, forms and supplies; maintains inventories assuring that adequate quantities are available for timely instructional use.
6. Maintains complex and varied files and records such as tests, articles, books, magazines, forms, worksheets, answer keys, current student files, and former student records; ensures the security of tests, lab materials, supplies and equipment.
7. Performs a variety of general clerical duties such as typing, filing, maintaining attendance and student information and progress on appropriate forms and records and duplicating instructional materials.
8. Selects, trains and provides work direction for student workers.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Correct English usage, grammar, spelling and vocabulary.

Basic knowledge of specific academic or vocational subject area(s) to which assigned.

Basic instructional methods and techniques.

Principles and practices of record-keeping.

General needs and behavior of students of various ethnic, racial and cultural backgrounds.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Ability to:

Assist students in understanding and applying basic principles of the subject area to which assigned.

Advise students in the proper operation and use of assigned instructional equipment.

Explain work assignments to students.

Operate and demonstrate the operations of a variety of laboratory materials and equipment to faculty, students, and staff.

Adapt to changing technologies and learn functionality of new equipment and systems.

Maintain complex and varied files and records in an accurate, complete, organized, and timely manner.

Work independently with little direction.

Plan and organize work.

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~**Education and Experience Guidelines**—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

~~**Education/Training:**~~

~~Completion of high school, or equivalent, supplemented by specialized training within the area of assignment.~~

~~**Experience:**~~

~~One year of instructional or work experience related to the academic area to which assigned.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is performed primarily in a classroom setting with extensive student contact.~~

~~**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

Board Approved:

Johnson & Associates Revised: January 2007

Technical Assistant

Abolished. Duties are found in the Laboratory Technician Series.

TECHNICAL ASSISTANT

SALARY RANGE 43

~~Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.~~

~~This is a part-time, categorically funded position and is contingent upon the availability of funds and “life of the grant.” This position does not qualify for health benefits.~~

SUMMARY DESCRIPTION

~~Under general supervision, provides assistance for equipment set up, technology demonstration and transportation of supplies, materials and machinery; orders, issues, prepares, and maintains materials, supplies, and associated equipment; performs related duties as required.~~

~~Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all supplies, materials, equipment, and records.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.~~
- ~~2. Inventories, orders, receives, and stocks materials, supplies, and equipment.~~
- ~~3. Issues and maintains records on materials loaned to students.~~
- ~~4. Ensures that students perform project work in accordance with safe work practices; demonstrates the safe and effective operation, and use of tools and equipment.~~
- ~~5. Supervises students in the cleanup of work areas; participates in the daily cleanup, and the maintenance and repair of equipment.~~
- ~~6. Provides special assistance to students experiencing difficulties in completion of assignments.~~
- ~~7. Explains procedures, and responds to students' questions regarding the nomenclature, use, and availability of tools, materials, and supplies; assists in the inventory and storage of materials and supplies.~~
- ~~8. May calibrate, maintain, and perform repairs on small powered equipment, metal working tools, electrical motors and industrial supplies.~~
- ~~9. Operate assigned District vehicle (pickup or van) and tow utility trailer, not to exceed 4,000 lbs. GVW, in the local region (not to exceed over 100 miles).~~
- ~~10. Maintain defensive driving while operating District vehicle; perform minor maintenance tasks on assigned vehicle as required; fuels the assigned vehicle; schedules periodic vehicle maintenance;~~
- ~~11. May maintain expenditure records and provide data for budget estimates.~~
- ~~12. Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Human relation skills to guide students and student workers, and to convey technical concepts.~~

~~Operational characteristics of machinery, equipment and industrial materials.~~

~~Safety factors necessary in operating and working with machinery, equipment and industrial materials.~~

~~Principles and procedures of record keeping and filing.~~

~~Basic inventory and purchasing processes and procedures.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

Set up, modify, service, adjust, and make minor repairs to equipment.
 Prepare instructional equipment for assignments.
 Maintain machinery, equipment in a safe and organized manner including the handling of hazardous or dangerous materials and industrial supplies.
 Drive assigned vehicle safely and observe all traffic laws, rules and regulations when driving.
 Read and understand technical manuals, blueprints and operational protocols.
 Instruct students in the proper use of tools, machinery and equipment.
 Demonstrate the use of publication files, including microfiche viewers.
 Listen actively and effectively, identify and solve problems, and facilitate problem solving.
 Operate office equipment including computers and supporting word processing, database management, and desktop publishing applications.
 Perform routine record keeping and report writing duties.
 Work independently and collaboratively.
 Plan and organize work to meet changing priorities and deadlines.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by formal training in mechanics and/or maintenance of industrial machinery, aircraft, automobiles or other heavy equipment.

Experience:

Some experience in the preventive maintenance and repair of heavy machinery, industrial production equipment or transportation (land, sea or air) vehicles.

License or Certificate:

Possession of a valid California driver's license and show proof of a good driving record with the California Department of Motor Vehicle.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory setting; exposure to dusts, fumes, noise; work with mechanical equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

~~Board Approved: March 12, 2009~~

Tool Room Specialist

TOOL ROOM SPECIALIST

RANGE: 26

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Repairs, maintains, checks in, checks out, and maintains records related to tools and equipment in support of a vocational/technical program; maintains tools/equipment room in a clean and orderly fashion; assists in the inventory of tools and supplies; and oversees and assists student workers.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Checks tools, materials, and equipment in and out to students enrolled in such ~~shop~~ Career Technical Education classes ~~related to classes as such as~~ Aeronautics, Automotive, Electronics, Tool and Die, or Welding.
2. Maintains a variety of records related to materials issued, inventory, and stock control.
3. Inspects returned tools, equipment, and materials for completeness and damage; makes repairs or recommends replacement of worn, damaged, or misplaced items; ~~may make minor repairs to small hand tools or gauges; maintains machines and equipment within the division.~~
4. ~~May make minor repairs to small hand tools or gauges; maintains machines and equipment within the division.~~
5. Assists with inventory by receiving and marking tools and equipment as well as stocking tool room area; loads and/or unloads supplies and equipment as necessary; ~~operates a forklift as needed.~~
6. Maintains the tool room in a clean, safe, and orderly manner; controls and correctly disposes of scrap and waste items; ~~maintains and arranges for disposal of hazardous materials and waste.~~
7. Maintains security of ~~assigned facility~~ tool room; opens and/or closes tool room facility including

arming or disarming alarm; opens and/or closes tool access windows.

8. ~~Oversees and assists assigned student workers; provides guidance and training to student workers; maintains time and attendance records of students; calculates time for student workers payroll.~~
9. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operation, use, and maintenance of tools and equipment in vocational education classes.~~
~~Tool room operations and procedures.~~
~~Nomenclature and terminology used in the assigned area.~~
~~Inventory control procedures.~~
~~Principles and procedures of record keeping and filing.~~
~~Methods, tools, and materials used in the repair and maintenance of assigned equipment.~~
~~Principles of lead supervision and training.~~
~~Proper methods of storing equipment, materials and supplies.~~
~~Occupational hazards and standard safety practices.~~

Ability to:

~~Issue tools and maintain records of use.~~
~~Repair, adjust, and maintain tools and equipment used in the assigned area.~~
~~Maintain tool room in a clean and orderly condition.~~
~~Operate specialized tools and equipment safely and effectively.~~
~~Inventory, store, and maintain tools and equipment.~~
~~Respond to requests and inquiries from other personnel.~~
~~Maintain routine records.~~
~~Oversee, train and provide work direction to student workers.~~
~~Work independently with little direction.~~
~~Understand and follow oral and written instructions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school.

Experience:

Two (2) years of experience that demonstrates knowledge of and familiarity with ~~the a~~ variety of tools ~~maintained in the assigned area~~.

License or Certificate:

Possession of, or ability to obtain a valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a shop environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to ~~frequently~~ lift, carry, push, and/or pull light to ~~moderate~~ heavy amounts of weight ~~up 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ to operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Tutorial Coordinator

~~TUTORIAL COORDINATOR~~ ACADEMIC SUPPORT SERVICES SPECIALIST

RANGE: 34 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Coordinates the daily activities for tutoring services in assigned areas. Serves as a resource for the campus for academic support needs and best practices. ~~tutorial program; coordinates and monitors student tutor activities including to recruit, interview, hire, train, and supervise a staff of peer tutors for a wide variety of subject matters; gathers, organizes, and distributes information related to assigned student academic support activities; makes presentations to faculty and students related to services offered; and maintains assigned center in clean, safe, and well-stocked manner.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and/or professional experts. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Coordinates the staffing of the tutorial center for academic support services; collaborates with faculty in the recruitments, selection selects, and places placement of student (peer) tutors; maintains contacts with faculty to ask for recommendations for student for peer tutors recommendations; interviews and reviews qualifications of potential student (peer) tutors; reviews and completes necessary forms to hire new and re-hired student (peer) tutors; submits necessary forms for volunteer tutors.~~
2. Coordinates the day-to-day actives of the instructional support areas, such as tutoring and stem centers.
3. ~~Organizes, prepares agenda for, and conducts mandatory~~ Collaborates with faculty to provide tutorial staff training workshops; each semester; provides information and training to orients tutors in the use of including in the areas of using the scheduling computer programs software, and recordkeeping procedures; and other related areas. makes recommendations and participates in the development and implementation of tutoring methods and best practices including techniques in effective tutoring strategies.
4. ~~Supervises peer tutor staff~~ Oversees and monitors tutoring activities; develops, enters, maintains, and tracks tutoring schedules; assigns departmental projects to ~~peer~~ tutors as necessary.
5. Guides students in the use of instructional technology and additional resources as needed; provides support to tutors as needed.
6. ~~Contacts campus Divisions/Departments to~~ Gathers and maintains campus-wide information of the location, times, and type of student academic support services offered ~~across campus~~; assists in updating department webpage ~~stays current~~; develops and prepares informational materials related to services on campus.
7. Reviews and maintains tutor timesheets and time logs; ~~of peer tutors and~~ generates timesheets reflecting hours worked by each peer tutor; requests needed obtains required signatures and submits timesheets to appropriate manager ~~District payroll~~.

8. ~~Maintains copies of timesheets and log sheets~~ Gathers, organizes, and distributes information related to tutoring services; ~~Prepares spreadsheets to and monitors budget balances; forwards copy of spreadsheet to appropriate staff for budget tracking.~~ Monitors and tracks expenditures and provides regular budget reports to the appropriate administrator; assists in resolving budget issues.
9. Prepares and presents available ~~and gives presentations related to academic tutoring~~ academic support services available to the campus and the public students; ~~provides presentations to faculty presents at faculty orientations, in classrooms, and at student support services programs;~~ assists in the coordination of events and activities related to tutoring services.
10. Participates in the development and implementation of new programs; makes recommendations for activities to support learning; ~~participates on~~ in a variety of committees related to student learning, and tutoring/ academic instructional support services, ~~and staff development; attends leadership training.~~
11. Attends special events on and off campus related to tutoring and student learning ~~strategies to promote academic support services;~~ organizes, and distributes information related to tutoring services.
12. ~~Provides an orientation, reference numbers, and syllabus review to students/tutors enrolled in the tutor training course; researches, acquires, and supplies additional training materials.~~
13. Checks out books, equipment, and related materials to students and faculty; maintains inventory of supplies; enters purchase requests; reports equipment malfunctions to supervisor and submits service requests as needed.
14. ~~Collects,~~ organizes, prepares, and maintains a variety of records, statistics, and reports related to ~~tutorial program~~ tutoring services; prepares reports regarding total number of student hours and total number of tutor hours.
15. Provides information and responds to requests and inquiries from students, faculty, staff, and the public.
16. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles and practices of providing training, work direction, and guidance to student workers tutors and volunteers.~~

~~Operational characteristics, services, and activities of a tutorial program.~~

~~Work organization and office management principles and practices.~~

~~District organization, operations, policies, and objectives.~~

~~Instructional process and college environment.~~

~~Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Principles and practices used to establish and maintain files and information retrieval systems.~~

~~Basic processes, procedures, and practices of budget preparation and administration including basic~~

~~accounting principles.~~

~~Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.~~

~~Principles, practices, and procedures of business letter writing.~~

~~Principles and techniques used in customer service.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Oversee and participate in the administration of the tutorial center.~~

~~Select, train, evaluate, and provide work direction and guidance to student workers.~~

~~Plan, organize, and delegate work to meet schedules and deadlines.~~

~~Understand the organization and operation of the College as necessary to assume assigned responsibilities.~~

~~Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.~~

~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~

~~Organize and maintain accurate records.~~

~~Prepare a variety of clear and concise administrative and financial reports.~~

~~Independently compose and prepare correspondence and memoranda.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Type at a rate of speed necessary for successful job performance.~~

~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~

~~Participate in the preparation and administration of assigned budgets.~~

~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to the completion of the twelfth grade supplemented by college level course work~~
A Bachelor's degree from an accredited college or university in liberal studies, education, or a related field.

Experience:

Two (2) years of responsible work experience including some experience in a tutoring environment ~~and or supervising other staff~~ coordinating department activities.

EQUIVALENCY PROVISION:

In the absence of a Bachelor's degree from an accredited college or university, an Associate's degree or sixty (60) semester units and four (4) years of responsible work experience, including some experience in tutoring and ~~supervising other staff~~ coordinating department activities is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/tutorial center setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office/Tutorial Center setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985
Johnson & Associates Revised: January 2007

MAINTENANCE AND OPERATIONS/ADMINISTRATIVE SERVICES

Assistant Bookstore Manager

ASSISTANT BOOKSTORE MANAGER

Range 35

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class*

SUMMARY DESCRIPTION

~~Under direction,~~ Assists in the day-to-day operation of bookstore employees and operations; oversees supply department including ordering, receiving, invoicing, and pricing retail supplies; maintains inventory levels and store equipment; oversees financial charge program processes; and serves as store manager in the absence of the same.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Assists in ~~the supervision of bookstore employees and operations~~ ensuring the bookstore runs smoothly and efficiently; resolves problems as necessary; ~~serves as a store manager in the absence of the Bookstore Manager.~~
2. Performs varied and responsible duties in purchasing retail supplies for sale in the College Bookstore; assures appropriate guidelines and policies are met and bookstore buying activities are appropriate and within budgetary limitations.
3. Oversees and participates in vendor meetings; purchases and maintains stock levels of retail supplies; researches and places orders; processes purchase orders for non-textbook items; receives, unpacks, prices, and displays deliveries of supplies and related non-textbook items; evaluates prices and adjusts as needed.
4. Communicates with vendors for information concerning damages and status of supplies as well as to resolve shipping, receiving, and special-order deadlines, questions, concerns, or problems.
5. Sets up and prepares all financial aid, scholarship programs, and campus charge accounts in the bookstore computerized system; downloads and transfers files for charge accounts; processes paperwork and verifies accounts; researches missing information as necessary.
6. Assists in developing procedures for the maintenance of stock control records; supervises the maintenance of such records.

7. Develops and implements effective methods for displaying and advertising bookstore items.
8. Oversees and maintains supply inventory categories for accuracy; stocks merchandise and maintains sales floor as necessary; adjusts inventory to keep accurate levels.
9. Closes bookstore on a daily basis; counts registers, accounts for deposit monies and secures registers in the safe; sends credit card batches, gathers and secures accompanying paperwork; sets system servers for file saves, secures doors, safe, and alarm.
10. Operates cash register and makes change; charges purchases for students on credit programs, modifying pricing when necessary; oversees refunds and exchanges, making adjustments as necessary.
11. Assists customers by providing information on the telephone or in person.
12. Responsible for annual inventory process; oversees organizing, counting, and inputting correct counts.
13. ~~Performs a variety of general basic accounting duties for the bookstore; Coordinates the processes and posts of~~ accounts payable invoices for non-textbook items; ensures timely payments of invoices and collection of amounts due; ensures ~~non-sufficient funds~~ (NSF) payments are collected through the retained vendor; sends necessary paperwork to the campus business office and maintains a variety of records.
14. ~~Operates a variety of office equipment including word processors, computer terminal, calculator and photocopier; maintains store equipment as necessary including troubleshooting problems at registers.~~
15. ~~Maintains a variety of records and reports.~~
16. ~~Oversees student and short term employees as assigned; trains and provides work direction to assigned staff.~~
17. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties

Knowledge of:

~~Operations, services, and activities of a bookstore program.~~

~~Principles of lead supervision and training.~~

~~Supervisory techniques and principles of bookstore management.~~

~~Principles, practices, methods, and techniques used in purchasing.~~

~~Ordering supplies using a computerized ordering system.~~

~~Appropriate suppliers and merchandising procedures.~~

~~Methods and practices used in purchasing retail merchandise for sale.~~

~~Purchase orders, invoices, debit memos and shipping procedures.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Principles and techniques of research.~~

~~Principles, practices, and procedures of inventory and quality control.~~

~~Principles and procedures of financial record keeping and filing.~~

~~Mathematical principles.~~

English usage, spelling, grammar, and punctuation.
 Oral and written communications skills.
 Interpersonal skills using tact, patience and courtesy.
 Telephone techniques and etiquette.

Ability to:

Effectively purchase a variety of supplies for the bookstore.
 Lead, organize, and review the work of staff.
 Carry out bookstore policies.
 Maintain adequate supply of bookstore supplies and merchandise.
 Learn laws, rules, and regulations affecting purchasing operations.
 Operate a calculator, cash register, typewriter, photocopier and pricing machines.
 Operate office equipment including computers and supporting software applications.
 Make rapid and accurate computations in connection with ordering and price setting of retail merchandise.
 Maintain inventory and purchasing records.
 Make arithmetic calculations quickly and accurately.
 Understand and follow oral and written directions.
 Assist students and faculty in the use of the bookstore.
 Operate a cash register with speed and accuracy.
 Work independently with little direction.
 Analyze situations accurately and adopt an effective course of action.
 Plan and organize work to meet changing priorities and deadlines.
 Meet schedules and time lines.
 Train and provide work direction to others.
 Maintain accurate records and prepare reports.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to the completion of two years (60 units) of college level~~ An Associate's degree with coursework in accounting, business administration, public administration, or a closely related field.

Experience:

Three (3) years of experience in the purchase and sale of supplies and equipment that included lead worker responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a bookstore setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work at heights on ladders.

Physical: Primary functions require sufficient physical ability and mobility to work in a bookstore setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to climb step stools or ladders to retrieve merchandise; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to occasionally operate a forklift; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Book Buyer

BOOK BUYER

Range 31

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Orders textbooks, general books, and related materials; prepares and processes purchase orders and invoices; ~~assists customers by providing a variety of information concerning bookstore supplies and services;~~ Confers with faculty to determine necessary supply of textbooks and supplies; prepares and maintains records, files, and reports; and provides work direction to assigned personnel.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs varied and responsible duties in purchasing textbooks and related items for sale in the College Bookstore; assures appropriate guidelines and policies are met and bookstore buying activities are appropriate and within budgetary limitations.
2. Confers with faculty to determine necessary supply of textbooks and supplies to meet classroom requirements; reviews, edits, and inputs data from requisitions; places orders through bookstore computerized system; provides adequate information about products and scheduled delivery dates; resolves problems in a timely manner; maintains stock of necessary items.
3. Communicates with vendors and publishers for information concerning ~~all aspects of book purchasing. damages, edition revisions, out-of-print, out-of-stock, and status of books as well as to resolve shipping, receiving, and special order deadlines, questions, concerns, or problems.~~
4. ~~Assumes responsibility for the set-up of~~ Prepares Bookstore for opening of semester; determines arrangement of textbooks, cost of books, and prepares stock for sale; ~~prints shelf tags as necessary.~~
5. ~~Performs clerical tasks including entering into computerized system purchase orders and invoices for payment according to established procedures.~~
6. Coordinates and monitors the process of textbook and general book returns.
7. ~~Assumes responsibility for~~ Coordinates the book buy-back program; establishes buy-back decisions and reports to purchase and process used books for students.
8. Operates cash register and makes change; charges ~~purchases for students~~ student purchases on credit programs; makes refunds and adjustments as necessary.
9. Assists customers by providing information on the telephone or in person.
10. Assists in annual inventory process.
11. ~~Operates a variety of office equipment including word processors, computer terminal, typewriter, fax, calculator and photocopier.~~
12. Meets with and discusses problems and needs with publishers and supplier representatives.
13. Maintains a variety of records and reports.
14. ~~Oversees student and short term employees as assigned; trains and provides work direction to~~

~~assigned staff.~~

15. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a comprehensive bookstore purchasing program.~~
~~Principles, practices, methods, and techniques used in purchasing.~~
~~Ordering textbooks using a Textbook Management Computerized Ordering System.~~
~~Current textbooks and general books.~~
~~Appropriate publishers and suppliers and merchandising procedures.~~
~~Methods and practices used in purchasing retail merchandise for sale.~~
~~Purchase orders, invoices, debit memos and shipping procedures.~~
~~Procedures of bookstore sales transactions.~~
~~Office procedures, methods, and equipment including computers and applicable software applications.~~
~~Principles and techniques of research.~~
~~Principles, practices, and procedures of inventory and quality control.~~
~~Principles and procedures of financial record keeping and filing.~~
~~Mathematical principles.~~
~~English usage, spelling, grammar, and punctuation.~~
~~Oral and written communications skills.~~
~~Interpersonal skills using tact, patience and courtesy.~~
~~Telephone techniques and etiquette.~~

Ability to:

~~Effectively purchase a variety of textbooks and general books.~~
~~Maintain adequate supply of textbooks and/or other bookstore merchandise.~~
~~Learn laws, rules, and regulations affecting purchasing operations.~~
~~Operate a calculator, cash register, typewriter, photocopier and pricing machines.~~
~~Operate office equipment including computers and supporting software applications.~~
~~Make rapid and accurate computations in connection with ordering and price setting of retail merchandise.~~
~~Resolve publisher/shipping problems.~~
~~Maintain inventory and purchasing records.~~
~~Make arithmetic calculations quickly and accurately.~~
~~Understand and follow oral and written directions.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Work independently with little direction.~~
~~Analyze situations accurately and adopt an effective course of action.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Meet schedules and time lines.~~
~~Train and provide work direction to others.~~
~~Maintain accurate records and prepare reports.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done

- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

****Lead, Advanced or Senior Level Positions**

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade high school supplemented by specialized training in business, computer training, or a related field.~~

Experience:

Two (2) years of experience in general retail sales, including the ordering of textbooks as well as general books.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a bookstore setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work at heights on ladders.

Physical: Primary functions require sufficient physical ability and mobility to work in a bookstore setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to climb step stools or ladders to retrieve merchandise; to lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: October 12, 2000

Johnson & Associates Revised: January 2007

Bookstore Assistant I

Combine Bookstore Assistant I/II due to the majority of the duties being identical. There are currently no employees working in this classification. Added duty #3 to Bookstore Assistant II classification.

BOOKSTORE ASSISTANT I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, operates a cash register and performs related cashier duties as assigned; gives refunds and performs buyback duties; provides information and assistance to customers in the college bookstore and on the telephone; prices, stocks, and displays merchandise; participates in physical inventory; and maintains a variety of records.~~

~~This is a broad classification with individual positions assigned to specific functional areas. The Bookstore Assistant I is the first level in the Bookstore Assistant series. The Bookstore Assistant I is distinguished from the Bookstore Assistant II by the latter's responsibilities for ordering bookstore materials and/or performing accounting duties related to the bookstore.~~

REPRESENTATIVE DUTIES

~~The following duties are typical for this classification.~~

- ~~1. Assists students, faculty, and staff in selecting and purchasing books and supplies; assists students in operating kiosks linked to the bookstore's website.~~
- ~~2. Operates cash register and makes change; charges purchases for students on credit programs; makes refunds and adjustments as necessary.~~
- ~~3. Maintains stock on the sales floor including greeting card displays and textbooks; restocks sales area from stock in storage room; returns overstock textbooks to storage; advises bookstore management of need to reorder supplies.~~

4. ~~Assists in the buy back of used textbooks from students including re-stamping, re-pricing, and restocking the books for resale.~~
5. ~~Assists in planning for sales and preparing advertisements for the bookstore including distributing flyers, coupons, and posters that advertise promotions and specials run by the bookstore.~~
6. ~~Assists in keeping stock and store neat and orderly.~~
7. ~~Maintains inventory in assigned area and reports low stock to higher level staff; assists in posting to inventory control record, and in the annual inventory.~~
8. ~~As assigned, assists in overseeing online ordering processes and/or textbook reservations including printing orders, pulling books or supplies, and charging out the orders.~~
9. ~~As assigned, closes all cash registers and cash handling systems used in retail operation conducted by the bookstore.~~
10. ~~Maintains a variety of records, files, and invoices.~~
11. ~~May provide lead supervision to student employees; trains and provides work direction to student workers.~~
12. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

General bookstore practices and procedures.
 Cashiering procedures and techniques.
 Record-keeping techniques including inventory and stock control.
 Procedures applied to opening or closing a retail operation.
 Methods of accurate cash register balancing, setting up cash drawers, and generating reports.
 Basic mathematical principles.
 Telephone techniques and etiquette.
 Modern office practices, procedures and equipment.
 Basic merchandising techniques.
 Occupational hazards and standard safety practices.
 Oral and written communication skills.
 English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Assist students and faculty in the use of the bookstore.
 Operate a cash register with speed and accuracy.
 Operate a computer terminal.
 Read, interpret, apply and explain policies and procedures.
 Resolve problems related to operation of cash registers, sales entries, refunds and adjustments.
 Prioritize and schedule work.
 Train and provide work direction to student workers.
 Perform mathematical calculations quickly and accurately.
 Maintain accurate records and files.
 Plan and organize work to meet changing priorities and deadlines.

~~Respond to requests and inquiries from the general public.~~
~~Work independently in the absence of supervision.~~
~~Understand and follow oral and written directions.~~
~~Greet the public tactfully and effectively.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~**Education and Experience Guidelines**—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

~~**Education/Training:**~~

~~Equivalent to the completion of the twelfth grade.~~

~~**Experience:**~~

~~One year of experience in general retail sales or clerical experience that included the operation of a cash register.~~

~~**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is performed primarily in a bookstore setting with frequent interruptions and distractions; possible exposure to dissatisfied individuals; exposure to noise, dust, fumes, and noxious odors.~~

~~Incumbents must be able to perform the light manual tasks associated with stocking shelves.~~

~~**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

Range: 23

Board Approved: April 1, 1993

Johnson & Associates Revised: January 2007

Bookstore Assistant II

BOOKSTORE ASSISTANT II

RANGE: 27

Class specifications are intended to present a descriptive list of the range of duties performed by employees

in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of bookstore duties related to assisting in ordering books and/or supplies and/or performing accounting duties related to the bookstore; inputs and assists in processing orders for books, supplies, and related bookstore materials; prepares, balances, and reconciles cash drawers for store registers; balances and reconciles reserve cash and petty cash; prepares bank deposits and ensures adequate cash reserves; maintains associated records; and assists in bookstore operations including providing information and assistance to customers; operating a cash register, performing buyback duties, pricing, stocking and displaying merchandises, and participating in physical inventory.~~

~~This is a broad classification with individual positions assigned to specific functional areas. The Bookstore Assistant II is the second level in the Bookstore Assistant series. The Bookstore Assistant II is distinguished from the Bookstore Assistant I by the responsibilities for ordering bookstore materials and supplies and/or performing accounting duties related to the bookstore.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

General Functions:

1. Assists students, faculty, and staff in selecting and purchasing books and supplies.
2. Operates cash register and makes change; charges purchases for students on credit programs; makes refunds and adjustments as necessary.
3. Maintains reference titles ~~and stock on the sales floor including greeting card displays and textbooks;~~ restocks sales area from stock in storage room; ~~returns overstock textbooks to storage;~~ places re-orders; prepares credit memos for payment of invoices.
4. Assists in the set-up of bookstore operations, including sales, book buy-back, accounting and inventory.
5. Assists in the buy-back of used textbooks from students including re-stamping, re-pricing, and restocking the books for resale.
6. ~~Assists~~ Works collaboratively with bookstore personnel in keeping stock and store neat and orderly.
7. Maintains inventory in assigned ~~area and reports low stock to higher level staff;~~ assists in posting posts to inventory control record; ~~and assists~~ in the annual inventory.
8. ~~Answers phones and responds to questions or routes to appropriate person; takes messages as necessary.~~
9. Maintains a variety of records, files, and invoices; ~~receives, sorts, and distributes mail.~~
10. ~~May provide lead supervision to student employees; trains and provides work direction to student workers.~~

11. ~~Performs related duties as required.~~

When assigned buying functions:

12. ~~Performs clerical tasks related to ordering;~~ Assists in receiving, and invoicing books, materials, supplies, and related documents.

13. ~~Assists~~ May assist in processing requisitions for books and/or supplies.

14. ~~Assists~~ May assist in contacting book suppliers concerning damage and compliance with order specifications; prices books and stocks shelves.

When assigned Accounting functions:

15. ~~Performs a variety of general accounting duties for the bookstore;~~ Prepares, balances, and reconciles cash drawers; balances and reconciles reserve and petty cash; prepares bank deposits and ensures adequate cash reserves.

16. ~~Performs~~ May perform invoicing for bookstore accounts payable and receivables; ensures timely payments of invoices and collection of amounts due; maintains a variety of records.

17. ~~Sets~~ May set up bookstore student charge programs and department purchase order accounts as necessary.

18. Performs other duties related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Basic operations, services, and activities of a comprehensive bookstore purchasing program.~~

~~Basic principles, practices, methods, and techniques used in purchasing.~~

~~Current books and college bookstore supplies.~~

~~Basic principles and practices of clerical accounting.~~

~~Basic financial and statistical record-keeping techniques.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~General bookstore practices and procedures.~~

~~Cashiering procedures and techniques.~~

~~Record-keeping techniques including inventory and stock control.~~

~~Procedures applied to opening or closing a retail operation.~~

~~Methods of accurate cash register balancing, setting up cash drawers, and generating reports.~~

~~Basic mathematical principles.~~

~~Telephone techniques and etiquette.~~

~~Basic merchandising techniques.~~

~~Occupational hazards and standard safety practices.~~

~~Oral and written communication skills.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Perform clerical tasks related to ordering books, materials, and related documents.~~

~~Perform routine clerical accounting duties in an assigned area.~~

~~Assist students and faculty in the use of the bookstore.~~
~~Operate a cash register with speed and accuracy.~~
~~Operate a computer terminal.~~
~~Read, interpret, apply and explain policies and procedures.~~
~~Resolve problems related to operation of cash registers, sales entries, refunds and adjustments.~~
~~Prioritize and schedule work.~~
~~Train and provide work direction to student workers.~~
~~Perform mathematical calculations quickly and accurately.~~
~~Maintain accurate records and files.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Respond to requests and inquiries from the general public.~~
~~Work independently in the absence of supervision.~~
~~Understand and follow oral and written directions.~~
~~Greet the public tactfully and effectively.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks

- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~high school the twelfth grade~~.

Experience:

Two (2) years of general clerical and customer service experience ~~related to area of assignment~~.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a bookstore setting with frequent interruptions and distractions; possible exposure to dissatisfied individuals; exposure to noise, dust, fumes, and noxious odors.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight ~~up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance~~; verbally communicate to exchange information.

~~Incumbents must be able to perform sedentary work and light manual tasks associated with stocking shelves, and perform cyclical work under strict deadlines.~~

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: April 1, 1993

Johnson & Associates Revised: January 2007

Bookstore Customer Service Assistant

BOOKSTORE CUSTOMER SERVICE ASSISTANT

RANGE: 19

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of routine tasks including clerical, merchandising, and other related duties as assigned; operates a cash register and performs all related cashier duties as assigned; provides general information related to the bookstore; receives, sorts, and distributes mail; and maintains a variety of files and records related to area of assignment.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of customer service related duties including assisting customers with purchases, product information, returns/exchanges, and general bookstore information.
2. Operates a cash register and/or computer; gives refunds and exchanges as necessary.
3. Provides a variety of general bookstore information, instruction, and assistance regarding financial aid and book loans to students as well as finding books and general merchandise.
4. Answers phones and responds to questions or routes to appropriate person; takes messages as necessary.
5. Assists in setting up student and departmental charge programs such as CalWorks, EOPS, Veteran's, GAIN, and scholarship; bills and receives payments; makes bank deposits as necessary.
6. Prepares letters and invoices as necessary; inputs and maintains data into various database programs related to area of assignment; maintains a variety of files and records.
7. Receives, sorts, and distributes mail.
8. Stocks shelves and assists with pricing merchandise as necessary; maintains cleanliness and orderliness of merchandise on shelves.
9. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods and techniques of customer service.~~

~~Methods and techniques of proper phone etiquette.~~

~~Basic office procedures, methods, and equipment including computers and applicable software applications.~~

~~Basic retail sales practices.~~

~~Basic principles and procedures of record keeping and filing.~~

~~Oral and written communication skills.~~

~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Effectively operate and understand a cash register system.~~

~~Operate a computer terminal.~~

~~Respond to requests and inquiries from the general public.~~
~~Perform mathematical calculations quickly and accurately.~~
~~Perform light manual work.~~
~~Maintain accurate records and files.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Work independently in the absence of supervision.~~
~~Understand and follow oral and written directions.~~
~~Greet the public tactfully and effectively.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of high school ~~the twelfth grade~~.

Experience:

Six (6) months of customer service experience ~~including dealing with customer service and operation of a cash register or computer is desirable.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a bookstore setting with frequent interruptions and distractions; possible exposure to dissatisfied individuals; exposure to noise.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight **up to 25 pounds; to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance;** verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: December 9, 1999

Johnson & Associates Revised: January 2007

College Security Officer

COLLEGE SECURITY OFFICER

Range 29 33

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a wide variety of college-campus District security services to ensure the safety of persons and protect property. of various kinds. maintain order and enforce. Observes and reports suspected violations of the rules and regulations governing students, faculty, and staff and general public; with superior customer service and ethical integrity; and enforces parking regulations.~~

Campus Security Officer is a non-sworn position and is not authorized to carry a firearm.

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as ~~additional~~ visible security presence on District and Campus sites; observes and reports suspected violations of the rules and regulations governing students, faculty, staff, and the general public to dispatch or appropriate authority. ~~particularly to alert college police officers of matters pertaining to campus security issues.~~
2. Patrols in and around campus ~~and District properties~~, including parking lots before, during and after business and school hours on foot, bicycle, ~~golf cart~~, or vehicle.
3. Enforces parking regulations on campus and issues parking citations as necessary; ~~issues and~~ inputs citations into ~~hand held~~ computer/tablet.
4. ~~Contacts dispatch to create calls for service;~~ responds as needed to campus safety, ~~and~~ security, and other calls for service assigned by dispatch.
5. ~~Carries and uses assigned equipment as necessary and appropriate, such as two-way radios, handcuffs, and pepper spray.~~
6. ~~May assist sworn officers in detaining and arresting suspects utilizing department issued equipment such as handcuffs and pepper spray.~~
7. Notifies ~~dispatch, sworn officers, or~~ supervisor of suspected illegal activity on ~~District properties campus property~~; reports hazardous and unusual conditions or malfunctions observed.
8. Inspects for, prevents, and ~~reports~~ vandalism, illegal entry, theft, and fire.
9. Identifies, observes, and reports to ~~dispatch, sworn officers, Campus Police Officer~~ or supervisor regarding persons on ~~campus grounds or~~ District properties when the reasons for their presence or intentions are questionable.
10. Conducts routine ~~investigations of inquiries and completes documentation regarding~~ minor campus incidents.
11. ~~Prepares clear and concise reports using appropriate software such as the Records Information Management System (RIMS), routine correspondence; enters acquired property and evidence into appropriate logs; and updates patrol logs as necessary.~~
12. ~~Assists sworn officers College Police Officers in collecting and transporting money from parking meters, permit dispensers, and change machines throughout the campuses; transport money to Business Office as assigned.~~
13. Receives and responds to requests for help and assistance for ill, injured, or disabled persons; administers basic first aid and CPR according to established guidelines.
14. Opens and closes classrooms; may provide ~~crowd control and/or~~ security services for special events; controls traffic and places traffic barricades as appropriate.
15. Answers questions and ~~provides information to directs~~ students, faculty, staff, and visitors.
16. Provides routine assistance to the college population in situations such as a flat tire, keys locked in a car, or dead car battery.
17. ~~Utilizes department devices and software such as hand held two way and unit radios and the Records Information Management System (RIMS).~~
18. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Pertinent laws of arrest, search and seizure.~~
~~Various topics covered by Penal Code Section 832 Course of Training.~~
~~California Penal Code and California Vehicle Code.~~
~~Laws concerning theft, burglary, arson, malicious mischief and trespassing.~~
~~Crowd control techniques.~~
~~Radio procedures and equipment.~~
~~Basic patrol, investigation and plant protection procedures.~~
~~Basic fire prevention and fighting practices.~~
~~Applicable sections of the San Bernardino Community College Board of Trustees Policies, Administrative Regulations and Procedures.~~
~~Methods and techniques of report preparation and writing.~~
~~Principles and procedures of record keeping and filing.~~
~~Principles and applications of public relations.~~
~~English usage, spelling, grammar, and punctuation.~~

Ability to:

~~Conduct investigations and security patrol.~~
~~Learn and apply applicable provisions of state and federal laws and district policies.~~
~~Control groups, detain and constrain offenders.~~
~~Exercise sound judgment.~~
~~Recognize illegal, unsafe and contraband substances or weapons.~~
~~Prepare clear and concise reports and routine correspondence.~~
~~Remember details such as faces, license plate numbers, names and incidents.~~
~~Gather, collect and preserve evidence.~~
~~Provide assistance in stakeouts and investigations.~~
~~Administer emergency first aid and /or CPR.~~
~~Use fire extinguishing equipment.~~
~~Operate a vehicle, observing legal and defensive driving practices.~~
~~Understand and follow oral and written instructions.~~
~~Work effectively with a diverse population communities.~~
~~Reason effectively during emergency situations and adopt an effective course of action.~~
~~Learn College Disaster Plan and explain procedures to others.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the ~~high school twelfth grade~~.

Experience:

None required

~~Some experience as a security guard or crowd control officer is desirable~~

Desired Education/Experience

Experience as a security guard or crowd control officer

License or Certificate:

Proof of completion of Security Officers' Training as required by Ed Code 72330.5 ~~(or Ed Code 38001.5)~~ within six ~~(6)~~ months of employment.

Possession of a valid driver's license.

Possession of ~~current~~ or ability to obtain CPR and First Aid certificates ~~prior to employment start date~~.

Possession of or ability to obtain appropriate certificates for use of handcuffs and chemical agents.

Other

Candidates under consideration for employment will be subject to a thorough background investigation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weight **up to 25 pounds**; frequently lift and/or move moderate to heavy weights **up to 50 pounds**; occasionally lift and/or move **heavier heavy** weights **with or without assistance**; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: February 10, 2005

Johnson & Associates Revised: January 2007

Revised: January 19, 2012

Custodian

CUSTODIAN

RANGE: 27

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Maintains buildings, furniture, and equipment in a clean, sanitary, and safe, and secure condition during an assigned shift; provides sets ups and removes tables, chairs, and equipment for meetings and special events.~~

~~This is the journey level class within the Custodian series. Employees at the Custodian level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Lead Custodian in that the Lead Custodian provides lead supervisory responsibilities over assigned staff.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Maintains buildings and furniture ~~and equipment~~ in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.
2. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates ~~custodial~~ equipment, including buffers, ~~floor scrubbers, carpet extractors,~~ and vacuum cleaners.
3. Empties, cleans, ~~moves,~~ and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
4. Dusts, ~~cleans,~~ and polishes furniture, woodwork, fixtures and equipment; removes cobwebs; cleans desks and countertops; ~~changes light bulbs and fluorescent tubes.~~
5. May change light bulbs and fluorescent tubes.
6. Cleans ~~chalkboards~~ whiteboards, trays, and erasers; arranges classroom furniture ~~and equipment~~; restocks classrooms with necessary supplies ~~such as chalk and erasers.~~
7. Cleans and disinfects restrooms, floor mats, ~~doors,~~ drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform ~~minor~~ pest control tasks in buildings.
8. Washes walls; removes markings on walls, restroom stalls, countertops, and desks; washes windows, mirrors, and ~~venetian~~ blinds; cleans filters and kitchen hoods.
9. Moves furniture, ~~equipment,~~ or other heavy objects on request or for set-up of campus functions, ~~meetings, and special events~~ utilizing pallet jacks, hand trucks, or similar equipment; makes minor repairs and adjustments to building fixtures and equipment.
10. ~~Responsible for building security; locking and unlocking classrooms, buildings or offices; putting flags up or taking them down~~ Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off in assigned area; raises, lowers, and replaces flags.
11. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair to the appropriate authority.
12. Operates campus vehicles as required.
13. Performs ~~related other~~ duties ~~as required~~ related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods, materials, and equipment used in custodial work.~~

~~Safe work practices.~~

~~Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.~~

~~Operational characteristics of cleaning equipment and materials.~~

~~Occupational hazards and standard safety practices.~~

~~Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.~~

Skills & Abilities Ability to:

~~Perform the full range of custodial tasks.~~

~~Clean and care for assigned areas and equipment.~~

~~Learn to use a variety of custodial equipment, supplies, and equipment.~~

~~Operate and use a variety of custodial equipment, supplies, and materials in a safe and effective manner.~~

~~Perform minor maintenance repairs on assigned equipment.~~

~~Work independently in the absence of supervision.~~

~~Understand oral and written instructions and to communicate such instructions to others.~~

~~Read labels, signs and work schedules.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks

- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

~~Some~~ Six (6) months of custodial experience that includes minor building and equipment maintenance.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 40 pounds; to occasionally lift, carry, push, and/or pull heavier weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 28, 1995

Johnson & Associates Revised: January 2007

Revised: December 11, 2014

Custodian/Courier**~~CUSTODIAN~~/COURIER**

RANGE: ~~27~~ 23

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, maintains buildings, furniture, and equipment in a clean, sanitary, safe, and secure condition during an assigned shift; sets up and removes tables, chairs, and equipment for meetings and special events; and~~ Provides general courier service to the college campuses, to Board members and to other sites as directed.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Custodial Duties

1. ~~Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates equipment including buffers and vacuum cleaners.~~
2. ~~Empties, cleans, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.~~
3. ~~Dusts and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops; changes light bulbs and fluorescent tubes.~~
4. ~~Cleans chalkboards and erasers; arranges classroom furniture; restocks classrooms with necessary supplies such as chalk and erasers.~~
5. ~~Cleans and disinfects rest rooms, floor mats, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform pest control tasks in buildings.~~
6. ~~Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and venetian blinds; cleans filters and kitchen hoods.~~
7. ~~Moves furniture or other heavy objects on request or for set-up of campus functions; makes minor repairs and adjustments to building fixtures and equipment.~~
8. ~~Responsible for building security; locking and unlocking classrooms, buildings or offices; putting flags up or taking them down.~~
9. ~~Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair.~~
10. ~~Operates campus vehicles as required.~~

Courier Duties

1. ~~Drives District vehicles to provide mail, material, package, and other delivery services to the County Schools Office, college campuses, Board of Trustees members and other sites-~~ locations as directed.
2. Picks up, sorts, and delivers District incoming and outgoing mail, materials, and packages.
3. Picks up and delivers catering orders for District functions as needed.
4. May assist in updating or establishing new routes as necessary.
5. ~~Makes bank deposits as requested.~~
6. Performs periodic routine maintenance of courier vehicles, such as tire pressure checks, and proper

fluid levels.

7. Maintains records related to vehicle and equipment maintenance; schedules preventive maintenance; reports problems to supervisor.
8. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods, materials, and equipment used in custodial work.~~

~~Safe work practices.~~

~~Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.~~

~~Operational characteristics of cleaning equipment and materials.~~

~~Occupational hazards and standard safety practices.~~

~~Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.~~

~~Local street names and geography.~~

Ability to:

~~Perform the full range of custodial tasks.~~

~~Clean and care for assigned areas and equipment.~~

~~Learn to use a variety of custodial equipment, supplies, and equipment.~~

~~Operate and use a variety of custodial equipment, supplies, and materials in a safe and effective manner.~~

~~Perform minor maintenance repairs on assigned equipment.~~

~~Work independently in the absence of supervision.~~

~~Understand oral and written instructions and to communicate such instructions to others.~~

~~Read labels, signs and work schedules.~~

~~Perform heavy physical labor.~~

~~Drive safely and courteously and meet delivery schedules.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

~~Some custodial experience that included minor building and equipment maintenance. One (1) year of experience as a courier or delivery driver.~~

License or Certificate:

Possession of a valid driver's license and ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. ~~Incumbents may be required to work evenings, nights, and weekends.~~

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to frequently lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Revised and Board Approved: January 12, 1995
 Johnson & Associates Revised: January 2007

Dispatch Clerk (Police Dispatcher)

Outsourced. Review and update if work comes back.

POLICE DISPATCH CLERK (~~POLICE DISPATCHER~~)

RANGE: 30

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the Chief of Police or Lieutenant, operate computer, telephone and radio communications equipment to receive and record emergency calls and routine calls for service; provide information, dispatch police and emergency personnel; type, file, and perform a wide variety of clerical support duties in the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Handle front counter traffic. at the Police Department.
2. Receive emergency calls for service.
3. Handle complaints and inquiries from the public.
4. Operate a variety of communications equipment including telephone, two-way radio, and computer equipment.
5. Prepare reports and logs of unusual incidents, contact agencies involved with major emergency operations such as the County Fire Department, neighboring police agencies and various State agencies that deal with emergency and disaster operations.
6. Maintain contact with all units on assignments; maintain status and location of field units; enter, update, and retrieve information on wanted persons, stolen property, vehicle registration and other information from statewide computer networks and perform a wide variety of clerical functions that support the overall operations of the Police Department.
7. Operate standard office machines including typewriters and computer video display terminal keyboard (automated dispatch).
8. Operate Live Scan fingerprint equipment.
9. Prepare and maintain logs of incoming and outgoing calls.
10. Type police reports, incident reports, and other materials; process file or duplicate as appropriate.

11. Performs ~~other duties as related to the primary job duties. as assigned.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Standard radio and telephone communications receiving and transmitting equipment.
Standard broadcasting procedures and roles.
Operation of common radio dispatching equipment.
Basic computer knowledge.
Modern office practices, procedures, and equipment.
Record-keeping/filing techniques.
Telephone techniques and etiquette.~~

Ability to:

~~Demonstrate excellent customer services skills.
Speak clearly and distinctly.
Exercise good judgment and make sound decisions in emergency situations.
Effectively communicate with and elicit information from upset and irate citizens.
Exercise independent judgment and work with minimum supervision.
Understand and follow oral and written instructions.
Handle multiple events effectively.
Operate a computer-aided dispatch center, computer systems, and other office equipment accurately to maintain routine records.
Type at 35 words per minute from clear copy.
Establish and maintain cooperative and effective working relationships with others.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences

- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

High school diploma or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Experience:

One (1) year of clerical experience preferably involving extensive public contact.

License or Certificate:

Possession of a current valid P.O.S.T. Public Safety Dispatch certificate or successful completion of the P.O.S.T. Public Safety Dispatcher course within six months of the date of employment. In the case of a lateral transfer, the incumbent is required to successfully complete this training within six months from date of transfer.

Possession of a valid California driver's license.

Appointment to Dispatch Clerk position

Appointment to position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, and consumer credit check. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Duties performed in an active and often hectic environment; dispatchers are required to work various shifts as needed; operate a visual display terminal for an extended period of time, must be able to hear alarms and other auditory devices; must be able to sit or stand for long periods of time, lift and carry up to 25 lbs. and constant interaction with students, staff, and the public.

The Police Department is a 24-hour-per-day, 7-days-a-week operation which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays). Dispatchers are subject to emergency call out.

Environment: Operate a visual display terminal for an extended period of time, must be able to hear alarms and other auditory devices.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand, walk or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 25 pounds with or without assistance; to operate office equipment requiring repetitive hand movement and fine

coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Evidence and Records Technician

EVIDENCE AND RECORDS TECHNICIAN

RANGE 38

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of specialized non-sworn manual, clerical and other duties involved in the collection, recording, processing, preservation, monitoring, and identification of evidence and found property ~~receiving, storing, disposition and release of property and evidence collected or confiscated by the District Police Department personnel; maintains control records of evidence, found property and other items.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Responsible for~~ Utilizes the Records Information Management System (RIMS) to enter property and evidence data; enters transactions from the date of receipt to date of release or disposal; enters parking citations and field investigation cards upon completion from department personnel on patrol ~~processing during chain of custody, including but not limited to, collection, storage, handling, tracking, release, and disposal.~~
2. Assists with questions and inquiries at the District Police Department related to evidence, records, and lost and found property.
3. ~~Assists in the issuance and maintenance of records related to department issued security access codes throughout District properties.~~
4. Receives, records, ~~classifies categorizes~~, packages, and stores various types of property that have been recovered, found or turned in as evidence by District Police Department personnel.
5. Maintains ~~accurate files and tracking chain of custody~~ records regarding property and evidence in Police Department possession and its disposition; ~~completes all required documentation for release of property and evidence; updates records management system RIMS as necessary.~~
6. Operates a variety of communications equipment including telephone, two-way radio, and computer equipment; accesses the California Law Enforcement Telecommunication System (CLETS) and other public safety telecommunications and departmental information databases.

7. Obtains police reports, incident reports, and court orders; prepares and provides reports to outside agencies as related to evidence; ~~responds to information requests from local law enforcement and government agencies.~~
8. ~~Assists with~~ Audits and ~~conducts~~ inventory of property and evidence rooms; ~~schedules and ensures the destruction or auction of all unclaimed property.~~
9. Operates standard office equipment, including, but not limited to, barcode scanner, and video surveillance system.
10. Operates and maintains Live Scan fingerprint equipment and records; ~~performs tasks related to the rolling of fingerprints in both live scan and ink forms; schedules fingerprinting appointments.~~
11. Types and/or retrieves police reports, incident reports, and other materials related to the position duties; processes, files or duplicates related documents as appropriate.
12. Prepares, packages, and transports criminal case reports to the District Attorney's office for review, filing, and court proceedings; obtains court orders for the destruction or return of property.
13. Performs other duties ~~as required,~~ related to the primary job duties ~~of the position.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Laws, regulations, practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release, and disposal.~~
- ~~Fingerprint processing procedures according to California Department of Justice standards.~~
- ~~Processes and procedures for requesting court orders.~~
- ~~Electronic record keeping and file systems.~~
- ~~Record keeping practices and procedures.~~
- ~~Standard radio and telephone communications receiving and transmitting equipment.~~
- ~~Standard broadcasting procedures and roles.~~
- ~~Operations of common radio equipment.~~
- ~~Basic computer knowledge.~~
- ~~Modern office practices, procedures, and equipment.~~
- ~~Telephone techniques and etiquette.~~

Ability to:

- ~~Maintain evidence information in the District Police Department records management system and maintain accurate inventory records.~~
- ~~Testify in court regarding the chain of evidence.~~
- ~~Access the California Law enforcement Telecommunications System (CLETS) and other public safety telecommunications and departmental information databases.~~
- ~~Communicate effectively both orally and in writing.~~
- ~~Exercise good judgment and make sound decisions in emergency and non-emergency situations.~~
- ~~Effectively communicate with and elicit information from upset and irate citizens.~~

- ~~Operate computer systems, photocopier, multi-line phone system, and other office equipment.~~
- ~~Establish and maintain cooperative and effective working relationships with others.~~
- ~~Maintain accurate reports and records related to duties performed.~~
- ~~Maintain security and confidentiality of confidential and restricted information.~~
- ~~Perform a variety of clerical work as needed.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Equivalent to the completion of high school diploma or equivalent. Supplemental coursework in a related field is preferred.

Experience:

- Two (2) years of experience in law enforcement, records management, warehouse inventory, dispatch or a related field.

License or Certificate:

- Fingerprint Rolling Certification required at time of employment.

- Possession of a valid California driver's license.
- Possession of or ability to obtain CLETS Certificate

Appointment to Evidence and Records Technician Position

Appointment to position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, and consumer credit check. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Food Service Specialist

LEAD FOOD SERVICE SPECIALIST-WORKER

RANGE: 20-25

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing~~ Performs the more difficult and responsible types of work in addition to a variety of routine tasks in the efficient operation of the food service program; ~~coordinates a food service operation; maintains inventory; assists in food preparation and serving; and trains and provides work direction to assigned staff and student helpers.~~

~~This is the advanced journey level class in the Food Service Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead supervision over Food Service Workers.~~

DISTINGUISHING CHARACTERISTICS

The Lead Food Service Worker classification is distinguished from the Food Service Worker Classification by the level of responsibility assumed and additional duties assigned. Employees perform the most difficult and responsible types of duties such as processing refunds, discounts and security of petty cash.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of Food Service Workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Leads, plans, ~~trains~~ **assists**, and reviews the work of staff responsible for performing a variety of tasks in the efficient operation of the food service program including setting up serving areas, setting up steam tables and ice trays, and setting out food and beverages; plans, organizes, and implements activities of assigned food service area; ~~maintains attendance records~~; adjusts ~~schedules and~~ assignments.
2. ~~Trains assigned~~ Provides lead support to employees ~~and student workers helpers~~ in their areas of work including proper food service methods, procedures, and techniques; instructs others in food preparation.
3. ~~Supervises Oversees~~ the use, care, and operation of food service equipment including grinders and slicers.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. **Assists in the opening and closing of assigned area**; ~~Unlocks and opens doors~~, turns on lights and starts ovens as assigned; ~~locks doors and ensures security of buildings as necessary~~.
6. Operates and/or oversees the operation of the ~~cash register~~ **computerized point of sale system (POS)**, trains others in cash register procedures and operation; accounts for register receipts; counts money; opens and/or closes register.
7. Oversees and participates in preparing and serving a variety of foods; maintains food service facility in accordance with health and sanitation standards.
8. Maintains and/or ensures work areas are maintained in a sanitary manner; removes and stacks dirty dishes; washes and cleans steam tables; cleans sink and eating surfaces; sweeps and mops; cleans and stores utensils, pots, coffee urns, trays and kitchen equipment,
9. Operates a variety of modern kitchen equipment including slicer, grinder, grills, deep fryer, dishwashers, and related equipment.

10. Prepares food for special events; sets up delivery trays for special events.
11. Maintains inventory of food and supplies; informs manager when inventory is low; places orders through main office or directly to vendor; inspects foods for standards of quality.
12. Maintains a variety of records and reports including inventories, sales reports, invoices, and purchase orders.
13. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
14. ~~Assumes responsibility for evening operation of facility.~~
15. Perform ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a food service program.~~
~~Principles of lead supervision and training.~~
~~Methods of assembling, preparing and serving foods in large quantities.~~
~~Occupational hazards and standard safety practices.~~
~~Standard kitchen utensils, equipment and appliances.~~
~~Record keeping techniques.~~
~~Safe work practices.~~

Ability to:

~~Lead, organize, and review the work of staff.~~
~~Interpret and explain, and enforce department policies and procedures.~~
~~Operate and clean food service utensils and equipment in a safe and efficient manner.~~
~~Operate a cash register and make change quickly and accurately.~~
~~Understand and follow oral and written directions.~~
~~Work effectively under rush conditions.~~
~~Assemble, prepare and serve a variety of food items in large quantities in a sanitary manner.~~
~~Perform routine arithmetical calculations.~~
~~Meet the physical requirements necessary to safely and effectively perform the assigned duties.~~
~~Perform light manual work as related to the job duties.~~
~~Work independently in the absence of supervision.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school.

Experience:

One (1) year of experience in food preparation and/or food services. ~~Some supervisory experience desirable.~~

License or Certificate:

Possession of, or ability to obtain, a Food Handlers Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a food cafeteria setting; exposure to sharp knives and slicers, very hot foods, equipment, and metal objects used in food services. Incumbents may be required to work evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in a food cafeteria setting; to stand or sit for prolonged periods of time; to ~~occasionally~~ frequently stoop, bend, kneel, crouch, reach, grasp, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed

documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Food Service Worker

FOOD SERVICE WORKER

RANGE: 18-20

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of tasks to assist in the efficient operation of the food service program; sets up food serving areas; serves food to students; assists in cooking; and maintains work areas in a sanitary manner.~~

~~This is the journey level class within the Food Service Worker series. Employees at the Food Service Worker level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Food Service Specialist in that the Specialist position serves as a lead position with lead supervisory responsibilities at the Cafeteria.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of duties in the efficient operation of the food service program including setting up serving areas, setting up steam tables and ice trays, and setting out food and beverages; replenishes condiment tables as well as prepared and packaged food displays.
2. Takes food orders from customers; serves food to students and staff according to established procedures.
3. ~~Assists with cooking;~~ operates grill in preparing short order food items such as hamburgers and hot dogs; prepares daily soups and pizzas.
4. Assists with the preparation of a variety of food items such as fruits and vegetables; assists with making salads and preparing fruit cups; packages food as necessary according to established procedures.
5. Operates ~~cash register~~ computerized point of sale (POS) system; makes change.
6. Maintains work areas and serving areas in a sanitary manner; removes and stacks dirty dishes; washes and cleans steam tables; cleans sink and eating surfaces; sweeps and mops; cleans and store utensils,

pots, coffee urns, trays and kitchen equipment,

7. Operates a variety of modern kitchen equipment including slicer, grinder, grills, deep fryer, dishwashers, and related equipment.
8. ~~As assigned,~~ Assists in preparing food for special events; sets up and may deliver food trays and carts; services food.
9. Transports and stores supplies; carries out trash and garbage; assists in receiving and storing food and supplies.
10. Utilizes proper safety precautions related to all work performed.
11. Perform ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Basic operations, services, and activities of a food service program.~~
~~Methods of assembling, preparing and serving foods in large quantities.~~
~~Occupational hazards and standard safety practices.~~
~~Standard kitchen utensils, equipment and appliances.~~
~~Basic record keeping techniques.~~
~~Safe work practices.~~

Ability to:

~~Operate and clean food service utensils and equipment in a safe and efficient manner.~~
~~Operate a cash register and make change quickly and accurately.~~
~~Learn and adhere to health and safety regulations.~~
~~Understand and follow oral and written directions.~~
~~Work effectively under rush conditions.~~
~~Assemble, prepare and serve a variety of food items in large quantities in a sanitary manner.~~
~~Perform light manual work as related to the job duties.~~
~~Work independently in the absence of supervision.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**

- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

~~None. Some experience in cafeteria work similar to the District's food service operation.~~

Desired Education/Experience:

Some experience in cafeteria work similar to the District's food service operation.

License or Certificate:

Possession of, or ability to obtain, a Food Handlers certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a food cafeteria setting; exposure to sharp knives and slicers, very hot foods, equipment, and metal objects used in food services. Incumbents may be required to work evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in a food cafeteria setting; to stand or sit for prolonged periods of time; to ~~occasionally~~ frequently stoop, bend, kneel, crouch, reach, grasp, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Golf Course & Tennis Court Attendant

Classification abolished

~~GOLF COURSE & TENNIS COURT ATTENDANT~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under general supervision, patrols and protects the Crafton Hills college golf course and tennis courts, its patrons, and students; collects fees; ensures the proper use and maintenance of the golf course and tennis courts; and enforces policies and applicable state and local laws.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Patrols golf course and tennis courts to prevent vandalism and infractions of rules, and to assist patrons and students.
2. Collects fees from daily golfers and verifies annual golf permits; verifies bona fide golf students at Crafton Hills College.
3. Hires, trains and supervises student and short-term workers as necessary to provide seven-day-a-week, dawn-to-dusk coverage of the golf course.
4. Prepares daily income reconciliation and deposits daily income at Campus Business Office; maintains necessary records on income, student and short-term workers, and expenditures.
5. Clears golf course and tennis courts of all patrons for scheduled classes.
6. Orders receipts, reconciliations, and other report forms from District Print Shop; orders necessary supplies.
7. Maintains the tennis courts, including, but not limited to, sweeping and washing; cleans tennis court drainage channel as necessary.
8. On a daily basis, resets tees, picks up trash, and reports any damage to appropriate department; clears debris off golf greens as necessary; refills ball washers.
9. Maintains cordial relations with the public, golf and tennis instructors, students, and other members of Crafton Hills College community; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Golf course and tennis court etiquette and rules.
 Proper methods of handling and storing equipment, materials, and supplies.
 Basic mathematical principles.
 Principles and procedures of record keeping and filing.
 Cash handling methods.
 Occupational hazards and standard safety practices.
 District policies and all applicable state and local laws pertaining to conduct on college campuses and other public property.

Ability to:

Patrol and protect the college golf course and tennis courts, its patrons, and students.
 Adjust personal work hours to provide course coverage, according to the availability of student and short term workers
 Perform accurate mathematical calculations.
 Read and interpret policies and procedures.
 Walk steep hillsides and withstand extremes of outdoor temperatures.
 Understand and follow oral and written communication.
 Work independently with little direction.
 Meet schedules and time lines.
 Plan and organize work.
 Maintain accurate records and prepare reports.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Some general recreational activities experience is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Positions may be required to work irregular hours including weekends and holidays.

~~**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; dexterity of hands and fingers to operate handheld equipment; operate assigned equipment; verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

~~Johnson & Associates Revised: January 2007~~

Graphics Specialist

GRAPHICS SPECIALIST

RANGE 39 44

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Provides skilled graphic arts services by designing and producing professional-level graphic products and using a wide variety of media techniques in support of District and campus needs.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Creates graphic layout and design for a variety of printed material, including forms, flyers, brochures, programs, certificates, newsletters, and publications of significant complexity and difficulty.
2. Evaluates and prioritizes projects according to requested due date and print services press schedule; manages project design from inception to completion within established timelines.
3. Communicates with ~~customers~~ District employees during project design to determine printing and graphic needs; advises and makes recommendations to ~~customers~~ District employees regarding graphic aspects of projects; makes editorial content suggestions to improve the text of projects.
4. Creates ~~eye-catching~~ logos, layouts, and other printed material; determines format, design and layout of publications; ~~adheres to established guidelines in the use of District logos.~~
5. Prepares and reviews electronic files for correct layout and formatting before sending files to the offset press; performs other pre-production duties.
6. Uses a variety of graphic software to enhance or manipulate photos and graphic artwork by

retouching, sizing, and cropping; arranges elements into attractive and effective layout; scans photographs and artwork.

7. Operates and maintains graphics equipment, such as computers, printers, and scanners; monitors and updates computer software.
8. Researches various projects for design, concepts, and image ideas.
9. Performs District-wide archiving of electronic files.
10. ~~Maintains currency~~ Stays current in trends and techniques of Graphic Design including graphics layouts, fonts, and desktop publishing software, and equipment, and techniques.
11. Assembles large-profile materials, such as custom signs and posters; may assist in the printing process.
12. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Considerable knowledge of the Principles of graphic design, composition, balance line, color, and style.~~

~~Methods, materials, and equipment used in graphic design, layout, and other technical aspects of production such as color separations and pre-press procedures.~~

~~Computers, related equipment, and current desktop publishing software.~~

~~Correct English usage, including spelling, grammar, and punctuation.~~

Ability to:

~~Utilize creative skills in graphics projects.~~

~~Translate written and verbal ideas and concepts into graphic artwork.~~

~~Prioritize, organize, and schedule work to meet deadlines.~~

~~Perform graphic design and desktop publishing activities.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Understand and follow general written and oral directions.~~

~~Proofread materials to be printed.~~

~~Exercise artistic judgment and discretion.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards

- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content

- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to 60 semester units of college course work including at least 15 semester units A~~ Bachelor's degree from an accredited college or university with major course work in basic design, graphics design, computer graphics, ~~or~~ desktop publishing, ~~or a related field.~~

Experience:

~~Two (2) years~~ Three (3) years of work experience where the duties performed involved layout and design of a variety of publications utilizing desktop publishing software.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Revised: March 13, 2003

Johnson & Associates Revised: January 2007

Grounds Caretaker

GROUND CARETAKER

RANGE: 30

SUMMARY DESCRIPTION

~~Under general Facilities supervision, Performs a variety of routine~~ grounds maintenance and repair ~~duties on work in the care and maintenance of District grounds including landscaped areas, and athletic fields, and hardscapes. Maintains lawns, grounds, other cultivated areas, hardscapes, and irrigation systems. Operates and maintains a variety of light and heavy power grounds equipment that is required to perform grounds maintenance work.~~

~~Employees at the Grounds Caretaker level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Lead Grounds Caretaker in that the Lead Ground Caretaker provides lead supervisory responsibilities over assigned staff.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs routine ground maintenance duties on District ground including landscaped areas and athletic fields; mows, edges, weeds and maintains lawns, fields, flowerbeds and other landscaped areas; trims and prunes shrubs, hedges, and trees; applies repellents and pesticides.
2. ~~Maintains lawns, grounds, and other cultivated areas;~~ prepares areas for planting by clearing, grading, fertilizing, and watering ground; prepares areas for flowerbeds by roto-tiling, weed oiling, and laying plastic; plant flowers, shrubs, trees; and lays rock.
3. ~~Performs general grounds maintenance duties in picking~~ Picks up leaves, paper and trash in grounds areas; cleans and removes weeds from ~~areas such as~~ sidewalks, parking lots, and roads; dumps trash cans; removes rodents and/or reptiles from campus area as necessary.
4. Operates a variety of grounds maintenance equipment ~~and tools,~~ including gang movers, roto-tillers, tractors, blowers, edger's, ~~saws, trucks, fork/air lifts,~~ and other ~~similar equipment or vehicles; makes minor repairs such as sharpening blades;~~ performs ~~routine vehicle maintenance and performs equipment safety inspections.~~
5. ~~Maintains and performs minor maintenance on hand and basic power mowers, sweepers, saws, and other similar grounds tools; makes minor repairs such as sharpening blades.~~
6. May assist in repairing potholes, mixing concrete, ~~repairing irrigation,~~ marking athletic fields or parking lots, moving permanent exterior furniture, digging trenches, sign or fence postholes, ~~and other physical arrangements.~~

7. Operates and assists in the **installation**, maintenance, and repair of the District's irrigation system as assigned.
8. Cleans storm drainage systems as assigned.
9. Assumes assigned responsibility for the use of application of pesticides.
10. Maintains special cultivated areas **on District properties** such as, but not limited to **District properties such as:** golf course greens, athletic fields, specimen areas, green belts, planters and turf areas.
11. Utilizes proper safety precautions related to all work performed.
12. Uses computers in the processing of work requests, campus/district communication, and material and/or information searches.
13. Perform other duties **as required**, related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Operations, services, and activities of a grounds maintenance program.~~
- ~~Methods, tools, materials, equipment and practices utilized in grounds maintenance and gardening work.~~
- ~~Methods and techniques of mowing, edging, pruning, and trimming a variety of lawns, shrubs, and trees.~~
- ~~Operational characteristics of grounds maintenance equipment and tools used in the area of assignment including light and heavy equipment and tools.~~
- ~~Plant materials and culture thereof.~~
- ~~Basic irrigation operation, components and maintenance.~~
- ~~Procedures for maintenance and repair of asphalt and concrete.~~
- ~~Best practices for the maintenance of golf greens.~~
- ~~Proper use and application practices regarding chemical pesticides and pest control measures.~~
- ~~Occupational hazards and standard safety practices.~~

Ability to:

- ~~Learn methods, procedures, equipment and materials used in grounds keeping.~~
- ~~Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.~~
- ~~Operate and perform minor maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.~~
- ~~Operate and perform minor maintenance on a variety of light and heavy ground maintenance and power equipment including power mowers, trucks, sweepers, saws and other tools.~~
- ~~Operate and maintain hand and basic power mowers, trucks sweepers, saws and other tools.~~
- ~~Identify and execute appropriate methods for control and eradication of all landscape pests and weeds.~~

- ~~Maintain, service and repair grounds maintenance equipment.~~
- ~~Observe legal and defensive driving practices.~~
- ~~Perform heavy manual labor.~~
- ~~Form, pour, and finish small concrete projects and street parking lot asphalt repair as needed.~~
- ~~Maintain, repair and install irrigation systems.~~
- ~~Clean storm drainage systems and associated components.~~
- ~~Maintain golf course greens, turn areas, landscape areas, natural areas, and hardscapes as required.~~
- ~~Learn and understand Sustainable Facility Operations and Integrated Pest Control Management.~~
- ~~Meet schedules and time lines.~~
- ~~Ensure adherence to safe work practices and procedures.~~
- ~~Understand and follow oral and written directions.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Learn about the rodents and reptiles found surrounding and on District properties.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand

- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Equivalent to completion of ~~high school the twelfth grade~~.

Experience:

- Six (6) months of general grounds maintenance experience in at least one of the following: irrigation systems, golf course greens, pesticide application, or hardscape repair.

License or Certificate:

- Possession of a valid driver's license.
- Possession of, or ability to obtain, within eight (8) months of employment, at District's expense, a California Department of Pesticide Regulation, Qualified Applicator Certificate (QAC) for the use and application of chemical pesticides within or adjacent to District properties.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; ~~to frequently~~ push, pull lift, and/or carry moderate to heavy amounts of weight ~~up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

HVAC/R Technician**HVAC/R TECHNICIAN****RANGE: ~~41~~ 42**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of skilled mechanical maintenance duties in the construction, diagnosis, repair, installation, and alteration of District heating, ventilation, air conditioning and refrigeration systems, and related equipment and facilities; performs preventive maintenance and routine servicing of equipment to assure efficient operation; operates and maintains a wide variety of hand and power tools and equipment; and assures classrooms and offices are kept at comfortable room temperatures.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs repairs, routine servicing and operations of HVAC systems to ensure efficient operation; operates, programs, and maintains the energy management system in order to control room temperatures for District facilities.
2. Conducts regular preventive maintenance inspections, services and repairs of refrigeration units, isolated heating and ventilating and air-conditioning, units, fan-coil units, including boilers and gas, electric and pneumatic operated heating and air conditioning equipment and systems; performs necessary adjustments or repairs; and services and repairs evaporative coolers.
3. Programs, repairs, maintains, and operates Direct Digital Control (DDC) HVAC control systems, HVAC system components and/or equipment, and Variable Air Volume (VAV) systems and related modules; utilizes desktop and hand-held computer to diagnose and program systems.
4. Diagnoses, programs, operates, schedules, monitors, and adjusts the Campus Building Automation Systems (BAS) for HVAC systems energy management systems, and other building or asset systems as needed.
5. Performs skilled electrical maintenance work in the connection, repair, installation, and alteration of HVAC equipment, components, timers, motors, and wiring systems as needed.
6. Troubleshoots gas and electric heating systems; installs natural gas lines and inspects for leaks; replaces heater circulation pumps, and motors in boiler heating systems, and associated components, which do not require a certification; performs minor troubleshooting and repair of boilers and boiler systems.
7. Inspects, repairs, modifies, and installs HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, evaporators, chillers, water cooling towers, forced air units, pumps, automatic and hand valves, expansion valves, and capillary tubes; performs minor troubleshooting and repairs to ancillary chiller and cooling tower equipment and associated components, which do not require a certification.
8. Tests and examines chilled water and water tower operations and boiler as necessary, observing meter and pressure gauges.
9. Installs, inspects, and repairs or replaces defective parts in HVAC units and equipment and their controls. including thermostats, automatic switches, shafts, bearing, water and oil pumps, fan controls, log switches, damper motors, vibration sensors, louvers, relays, filters, controls, belts, compressors, heat exchangers, pneumatic and electronic controls, compressors, hydronic systems,

~~chilled water loops and coils, pressure controls, safety valves, and automatic gas valves.~~

10. Lubricates and packs heating, ventilation, refrigeration, and air conditioning motors, pumps, fans, ~~bearings~~, and other equipment.
11. Installs and calibrates systems; installs copper tubing and repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration and air conditioning systems; ~~flushes boilers, descales tubing; rebuilds pressure and temperature safety valves and water pumps.~~
12. Operates a variety of hand and power tools, ~~welder torch solder /brazing equipment~~, vacuum pump, ~~freon recovery equipment~~, and other test and repair equipment utilized in the trade and a motor vehicle; maintains equipment in effective and safe working condition.
13. Diagnoses ~~HVAC/R~~ mechanical and electrical problems; repairs or replaces defective or malfunctioning parts in units, equipment, and controls; ~~installs, rebuilds, replaces, or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets, and other equipment as necessary.~~
14. ~~Installs, rebuilds, replaces, or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets, and other equipment as necessary.~~
15. ~~Operates the energy management system in order to control room temperatures, facilities use for events, and facility lighting.~~
16. Researches and evaluates products for best sources; recommends the purchase of selected parts, materials, and equipment; assists in labor and material estimations for projects; prepares and maintains work orders, records, and reports related to work performed.
17. ~~Participates as a member of maintenance crews~~ May perform general assist in performing unskilled and ~~or~~ semi-skilled maintenance work and may assist, ~~or skilled maintenance duties~~ in other trades as necessary.
18. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods, practices, equipment and tools used in the repair and maintenance of air conditioning, heating and ventilation and refrigeration systems.~~

~~Methods and techniques of troubleshooting and diagnosing of HVAC malfunctions.~~

~~HVAC system design, equipment capabilities and requirements.~~

~~Electronic, pneumatic and mechanical principles as applied to the maintenance and repair of heating, ventilation and air conditioning systems.~~

~~Proper methods, materials, tools, terminology and equipment used in the HVAC and refrigeration trades.~~

~~Applicable codes, ordinances, and regulations of State and local authorities pertaining to HVAC, refrigeration, and boilers.~~

~~Air compressors and pneumatic controls.~~

~~Cooling tower and boiler water treatment.~~

~~Basic welding and soldering techniques.~~

~~Proper methods of storing equipment, materials, and supplies.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Methods and techniques of preparing and interpreting drawings, diagrams, schematics and blueprints.~~

~~Principles and procedures of record-keeping.~~

~~Occupational hazards and standard safety practices.~~

~~Pertinent federal, state, and local codes, laws, and regulations.~~

Ability to:

~~Perform skilled mechanical maintenance duties in the inspection, repair, installation, and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.~~

~~Calibrate systems.~~

~~Perform preventive maintenance and routine servicing.~~

~~Diagnose defects, and install, repair, and maintain heating, ventilating, refrigeration, and air conditioning units.~~

~~Read and interpret mechanical drawings, schematics, blueprints and sketches.~~

~~Operate a variety of tools and equipment used in HVAC maintenance and repair work.~~

~~Operate office equipment including computers and supporting software applications.~~

~~Meet schedules and time lines deadlines.~~

~~Observe legal and defensive driving practices.~~

~~Ensure adherence to safe work practices and procedures.~~

~~Work independently with little direction.~~

~~Understand and follow oral and written instructions.~~

~~Plan and organize work.~~

~~Maintain accurate records and prepare reports.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade~~ high school supplemented by specialized training in heating, ventilation, refrigeration, and air conditioning repair and maintenance,

Experience:

Three (3) years of journey-level operation, maintenance, and repair experience in the HVAC and refrigeration trade.

License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

Possession of a valid EPA Retrieval and Reclamation Certification issued by authorized agency.

Desired Education/Experience:

Possession of or ability to obtain Variable Air Volume (VAV) systems certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, electrical energy, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights on scaffolding and ladders; exposure to electrical energy.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; **to frequently** push, pull, lift, and/or carry moderate to heavy amounts of weight **up to 50 pounds; to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance;** requires a sense of touch, finger dexterity, gripping with fingers and hands; operate assigned equipment and vehicles; and verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to repair, maintain, and operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 2001
Johnson & Associates Revised: January 2007

Lead Custodian

LEAD CUSTODIAN

RANGE: 31

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, leads, oversees, and participates in the more complex and~~ Performs the more difficult and responsible types of work in addition to routine custodial duties at assigned site; provides oversight and coordinates assignments for assigned ~~of staff responsible for maintaining buildings, furniture, and equipment in a clean, sanitary, safe, and secure condition during an assigned shift; oversees and coordinates assignments for assigned staff; and sets up and removes tables, chairs, and equipment for meetings and special events.~~

DISTINGUISHING CHARACTERISTICS

~~This is the advanced journey level class in the Custodian series. Positions at this level are~~ The Lead Custodian classification is distinguished from ~~other classes within the series~~ the Custodian classification by the level of responsibility assumed and ~~the complexity of~~ additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead ~~supervision over Custodians~~ support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Oversees and participates in the more difficult work of custodial staff; oversees and coordinates assignments for assigned custodial staff; maintains buildings and furniture in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.~~
2. ~~Leads, plans, trains, and reviews the work of assigned custodial staff~~ responsible for maintaining buildings, furniture, and equipment in a clean, sanitary, safe, and secure condition during an assigned shift; inspects completed work; assures that work is performed in compliance with instructions, meeting quality standards.
3. ~~Trains assigned employees in their areas of work including proper custodial methods, procedures, and techniques.~~
4. ~~Supervises~~ Oversees the use, care, and operation of assigned equipment including carpet cleaners

and floor buffers.

5. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
6. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates **custodial** equipment including buffers, **floor scrubbers, carpet extractors,** and vacuum cleaners.
7. Empties, cleans, **moves,** and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
8. Dusts, **cleans,** and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops; ~~changes light bulbs and fluorescent tubes.~~
9. **May change light bulbs and fluorescent tubes.**
10. Cleans ~~chalkboards~~ **whiteboards, trays,** and erasers; arranges classroom furniture **and equipment;** restocks classrooms with necessary supplies ~~such as chalk and erasers.~~
11. Cleans and disinfects rest rooms, floor mats, **doors,** drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform **minor** pest control tasks in buildings.
12. Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and ~~venetian~~ blinds; cleans filters and kitchen hoods.
13. Moves furniture, **equipment,** or other heavy objects on request or for set-up of campus functions, **meetings, and special events, utilizing pallet jacks, hand trucks, or similar equipment;** makes minor repairs and adjustments to building fixtures and equipment.
14. ~~Responsible for building security; locking and unlocking classrooms, buildings or offices; putting flags up or taking them down~~ **Secures internal and external entry and exit.**
15. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair **to the appropriate authority.**
16. Operates campus vehicles, **including forklifts,** as required.
17. Serves as ~~acting supervisor as assigned~~ **liaison between custodial staff and supervisor.**
18. Performs **other duties** related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a custodial program.~~

~~Principles of lead supervision and training.~~

~~Methods, materials, and equipment used in custodial work.~~

~~Safe work practices.~~

~~Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.~~

~~Operational characteristics of cleaning equipment and materials.~~

~~Simple record-keeping techniques.~~

~~Occupational hazards and standard safety practices.~~

~~Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.~~

Ability to:

~~Lead, organize, and review the work of staff.~~

~~Independently perform the most difficult custodial functions.~~

~~Train staff in the safe and effective use of custodial equipment, supplies, and materials.~~

~~Clean and care for assigned areas and equipment.~~

~~Operate and use a variety of custodial equipment, supplies, and materials in a safe and effective manner.~~

~~Perform minor maintenance repairs on assigned equipment.~~

~~Work independently in the absence of supervision.~~

~~Understand oral and written instructions and to communicate such instructions to others.~~

~~Read labels, signs and work schedules.~~

~~Observe and report need for maintenance and repair.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**

- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Three (3) years of custodial experience that includes minor building and equipment maintenance.

License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 28, 1995

Johnson & Associates Revised: January 2007

Revised: December 11, 2014

Lead Grounds Caretaker

LEAD GROUNDS CARETAKER

RANGE: 31 35

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, leads, oversees, and participates in~~ Performs the more complex and difficult and responsible types of work in addition to ~~of staff responsible for performing~~ grounds maintenance and repair ~~duties on~~ work in the care and maintenance of District grounds including landscaped areas and athletic fields; ~~maintains lawns, grounds, and other cultivated areas; operates and maintains a variety of light and heavy power grounds equipment to perform grounds maintenance work; and serves as crew leader on a temporary basis in the absence of the Grounds Supervisor.~~

DISTINGUISHING CHARACTERISTICS

~~This is the advanced journey level class in the Grounds Caretaker series. Positions at this level are The Lead Grounds Caretaker classification is distinguished from other classes within the series the Grounds Caretaker classification by the level of responsibility assumed and the complexity of additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead supervision over Grounds Caretakers support for assigned staff.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Leads, plans, trains, and reviews the work of grounds staff ~~responsible for performing routine grounds maintenance duties on District grounds including landscaped areas and athletic fields;~~ oversees and participates in performing the ~~most complex~~ more difficult work of the unit grounds staff; distributes work based on daily priorities ~~including organizing and assigning work, setting priorities, and following up to ensure coordination and completion of assigned work;~~ provides input into selection decisions, performance evaluations, and other personnel decisions.
2. ~~Trains assigned employees in their areas of work including proper grounds maintenance and repair methods, procedures, and techniques; provide leadership and guidance to assigned crews.~~
3. Utilizes computers in the processing of completed work requests, campus/district communication, and material and/or information searches; estimates materials and equipment required for jobs assigned; submits requisitions for required materials; maintains a variety of reports and records; may assist in estimating time required to complete jobs.
4. ~~Supervises~~ Oversees the use, care, and operation of grounds maintenance equipment; ~~assists in maintaining~~ maintains equipment and vehicles for proper working order.
5. Oversees and verifies the work of ~~assigned employees~~ Grounds Caretakers for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
6. ~~Oversees and participates in mowing, edging, weeding and maintaining lawns, fields, flowerbeds, and other landscaped areas; trims and prunes shrubs, hedges, and trees~~ Performs routine grounds maintenance duties on District grounds, including landscaped areas and athletic fields; mows, edges, weeds, and maintains lawns, fields, flowerbeds, and other landscaped areas; trims and prunes shrubs, hedges, and trees; applies repellents and pesticides.
7. Maintains lawns, grounds, and other cultivated areas; ~~Oversees and participates in preparing~~ prepares

areas for planting by clearing, grading, fertilizing, and watering ground; prepares areas for flowerbeds by roto-tilling, weed oiling, and laying plastic; plants flowers, shrubs, trees; and lays rock.

8. ~~Oversees and participates in performing general grounds maintenance duties in picking~~ Picks up leaves, paper and trash in grounds areas; cleans and removes weeds from ~~areas such as~~ sidewalks, parking lots, and roads; dumps trash cans; removes rodents and/or reptiles from campus area as necessary.
9. Operates ~~and performs maintenance on~~ a variety of ~~light and heavy power~~ grounds maintenance equipment ~~and tools~~, including gang movers, roto-tillers, tractors, blowers, edgers, ~~trucks, fork/air lifts,~~ and other ~~similar~~ equipment ~~or vehicles; makes minor repairs such as sharpening blades;~~ performs ~~routine vehicle maintenance and~~ equipment safety inspections.
10. Oversees and assists in special projects ~~related to grounds maintenance~~ as assigned, including repairing potholes, mixing concrete, ~~fixing sprinkler systems, applying repellents and pesticides,~~ marking athletic fields or parking lots, moving ~~permanent exterior~~ furniture, and digging trenches, sign or fence postholes ~~equipment set-up, and other physical arrangements.~~
11. ~~Oversees and performs construction work as assigned including mixing, pouring, and finishing concrete, repairing blacktop surfaces, digging trenches for sign or fence post holes and related special grounds maintenance projects.~~
12. Operates and assists in the ~~installation,~~ maintenance and repair of the District's irrigation system; programs or reprograms irrigation cycles; ~~troubleshoots and resolves~~ irrigation problems as necessary.
13. Assumes assigned responsibility for the use ~~and application~~ of restricted pesticides; ~~incumbents of designated positions secure and maintain necessary certificate, and instruct and lead coworkers in the use of such materials.~~
14. ~~Maintains a variety of reports and records.~~
15. ~~Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.~~
16. Perform ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a grounds maintenance program.~~

~~Principles of lead supervision and training.~~

~~Advanced methods, tools, materials, equipment and practices utilized in grounds maintenance and gardening work.~~

~~Advanced methods and techniques of mowing, edging, pruning, and trimming a variety of lawns, shrubs, and trees.~~

~~Operational characteristics of grounds maintenance equipment and tools used in the area of assignment including light and heavy equipment and tools.~~

~~Plant materials and culture thereof.~~

~~Types of lawns and the frequency and amount of watering required.~~

~~Advanced methods involved in the installation, repair and maintenance of sprinkler systems.~~

~~Basic irrigation operation and maintenance including operation of automated irrigation systems.~~

~~Rodents and reptiles found in foothill areas.~~
~~Procedures for laying and maintaining asphalt and concrete.~~
~~Greenskeeping methods.~~
~~Use of restricted pesticides.~~
~~Occupational hazards and standard safety practices.~~
~~Pertinent federal, state, and local laws, codes, and regulations.~~

Ability to:

~~Lead, organize, and review the work of staff.~~
~~Independently perform the most difficult grounds maintenance and repair work.~~
~~Interpret, explain, and enforce department policies and procedures.~~
~~Make independent judgments within the framework of good gardening practices.~~
~~Read blueprints and layouts.~~
~~Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.~~
~~Operate and perform minor maintenance on a variety of light and heavy grounds maintenance and power equipment including power mowers, trucks, sweepers, saws and other tools.~~
~~Operate and maintain hand and basic power equipment including mowers, edgers, trimmers, vacuums, rototillers, renovators, and other grounds maintenance equipment.~~
~~Identify the appropriate method for control and eradication of plant pests and weeds.~~
~~Maintain, service and repair grounds maintenance equipment.~~
~~Observe legal and defensive driving practices.~~
~~Perform heavy manual labor.~~
~~Form, pour, and finish small concrete projects and street and parking lot asphalt repair as needed.~~
~~Analyze problems and make recommendations.~~
~~Exercise sound independent judgment.~~
~~Estimate time and material requirements for assigned projects.~~
~~Read and interpret plans, blueprints, and specifications.~~
~~Repair and install irrigation systems.~~
~~Instruct others in the use of pesticides.~~
~~Maintain golf course greens.~~
~~Meet schedules and time lines.~~
~~Respond to emergencies in off-hours as necessary~~
~~Ensure adherence to safe work practices and procedures.~~
~~Understand and follow oral and written directions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade high school; college course work in horticulture or related field is desirable.~~

Experience:

Three (3) years of general grounds maintenance experience. ~~Experience in an educational institution setting is desirable.~~

License or Certificate:

~~Possession of a Class B driver's license with airbrake certification.~~

Possession of a valid driver's license.

Possession of, or ability to obtain, within eight (8) months of employment*, a California Department of Pesticide Regulation, Qualified Applicator Certificate (QAC) ~~to~~ for the use and application of chemicals within or adjacent to District properties ~~restricted pesticides as issued by the State of California and/or the County of San Bernardino.~~

**At the District's expense*

Desired Education/Experience

College coursework in horticulture or a related field.

Experience in an educational institution setting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: March 9, 2000

Johnson & Associates Revised: January 2007

Lead Maintenance Technician

LEAD MAINTENANCE TECHNICIAN

RANGE 41 47

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under direction, leads, oversees, and participates in~~ Performs administrative services, inspections, and repairs the more complex and difficult and responsible types of work in addition to of staff responsible for performing journey-level skilled work in one a specific building, facility, or equipment maintenance field such as electrical, carpentry, painting, locksmithing, HVAC/R, and/or plumbing. operates maintenance and construction tools and equipment; Provides training oversight and coordinates assignments for assigned staff to less experienced employees; ensures work quality and adherence to established policies and procedures; and assists in performing other skilled maintenance duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; positions assigned to this class perform duties and are required to have journey level skills related to assigned area(s) which may include electrical, carpentry, painting, locksmithing, plumbing and/or pool maintenance. Duties and assignments may overlap depending on the operational needs of the department and staffing levels and may include assisting other skilled trades.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Technician series. Positions at this level are The Lead Maintenance Technician classification is distinguished from other classes within the series by the level of responsibility assumed and the complexity of additional duties assigned. Employees Lead Maintenance Technicians perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead supervision over Maintenance Technicians support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Leads, plans, trains, and reviews the work of maintenance staff responsible for performing a variety of maintenance, repair, and construction work on various District facilities, structures, and systems including in the areas of electrical, carpentry, painting, locksmithing, plumbing, and related areas; observes and complies with federal, state, and local codes, laws, and regulations; participates in performing the most complex work of the unit including organizing and assigning work, setting priorities, and following up to ensure coordination and completion of assigned work.
2. Trains assigned employees in their areas of work including proper maintenance methods, procedures, and techniques; provides input into selection decisions, performance evaluations, and other personnel decisions. Utilizes computers in the processing of work requests, campus/district communication, and material and/or information searches; estimates materials, and equipment required for jobs assigned; submits requisitions for required materials; maintains a variety of reports and records; may assist in estimating time required to complete jobs.
3. Performs administrative services, inspections, and repairs in addition to routine skilled maintenance duties within the specific hired trade such as electrical, carpentry, painting, locksmithing, HVAC/R, or plumbing; performs general unskilled and semi-skilled maintenance work and may assist in other trades.
4. Supervises Oversees the use, care, and operation of maintenance equipment including power and hand tools, and maintenance vehicles.
5. Oversees, assists, and verifies the work of assigned employees maintenance staff for accuracy, proper work methods, techniques, and compliance with applicable standards, and specifications; ensures adherence to safe work practices and procedures.
6. Operates a variety of maintenance related equipment including power and hand tools, welding, soldering, and brazing equipment; performs preventive maintenance and light repairs on equipment

and tools.

7. ~~Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.~~
8. ~~Maintains a variety of reports and records.~~
9. ~~Depending on area of assignment, may perform the following: Oversees and participates in performing a variety of skilled electrical duties; diagnoses, inspects, repairs, installs, services, and maintains electrical systems including conduit and duct systems, lighting and power circuits, transformers, generators, motors, pumps, bearings, seals, control equipment, switches, switch boards, fixtures, clocks and related electrical devices; works with high voltage; troubleshoots electrical malfunctions making necessary repairs to a large variety of equipment; maintains outdoor lighting and automatic time clocks.~~
10. ~~Oversees and participates in diagnosing, repairing, and maintaining boilers and related equipment such as valves, pumps, gauges, tubes and controls; may work on pneumatic controls and air compressors.~~
11. ~~Oversees and participates in performing a variety of skilled plumbing duties; installs general plumbing systems and repairs existing systems; performs rough in, top out, and finish plumbing to replace broken pipes and clean plugged drains; performs routine maintenance on valve fittings, ballcocks, Sloan flush valves, vacuum breakers, and other fixtures; makes sweat joints on copper pipe; cuts and threads iron pipe; troubleshoots malfunctions and identifies plan of action to resolve problems.~~
12. ~~Oversees and participates in performing a variety of skilled locksmith duties including construction, replacement, installation, adjustment, and repairs of various types of locks and lock hardware; cuts keys; repairs and installs locks in doors and cabinets; rekeys locks; lubricates or replaces parts; maintains records of keys and key systems; adjusts and maintains door closers; installs doors and door hardware.~~
13. ~~Oversees and participates in performing a variety of skilled carpentry work in the alteration, repair and construction of structures, facilities, and equipment; builds cabinets; constructs or repairs walls, stairs, shelves and platforms; hangs doors; installs chalk or bulletin boards; finishes or repairs a variety of wooden and plastic laminate objects; replaces windows.~~
14. ~~Oversees and participates in maintaining swimming pool and chlorination system; checks boilers, circulating pumps and gauges; tests water chemistry and makes necessary chemical adjustments; vacuums and scrubs pools; backwashes pool filters; maintains and repairs pool tiles and deck; installs lane lines, fixtures and furnishings for swim meets; installs or removes pool covers as needed.~~
15. ~~Oversees and participates in performing a variety of skilled painting duties for buildings, facilities, and furnishings; prepares surfaces for painting; mixes and applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces; may lay out stencils and construct signs.~~
16. ~~Assists in operating~~ Operates the energy management system (EMS) and building automation system (BAS) in order to control room temperatures, facilities use for events, and facility lighting.
17. ~~May perform welding duties and steel and sheet metal fabrication.~~
18. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of maintenance, construction, and repair work in the area of work assigned.~~

~~Principles of lead supervision and training.~~

~~Advanced methods and techniques of construction, maintenance, and repair related to the area of work assigned.~~

~~Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.~~

~~Proper methods of storing equipment, materials, and supplies.~~

~~Mathematical principles.~~

~~Principles and procedures of record keeping and filing.~~

~~Occupational hazards and standard safety practices.~~

~~Pertinent federal, state, and local laws, codes, and regulations related to area of work assigned.~~

Ability to:

~~Lead, organize, and review the work of staff.~~

~~Independently perform the most difficult maintenance, construction, and repair work in the area of work assigned.~~

~~Interpret, explain, and enforce department policies and procedures.~~

~~Perform journey-level tasks in one area of specialization.~~

~~Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.~~

~~Maintain and repair a variety of tools and equipment.~~

~~Read and interpret blueprints, shop drawings and sketches.~~

~~Perform accurate mathematical calculations.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Ensure adherence to safe work practices and procedures.~~

~~Estimate time, material, and labor costs for maintenance and repair projects.~~

~~Understand and follow oral and written communication.~~

~~Work independently with little direction.~~

~~Meet schedules and timelines.~~

~~Plan and organize work.~~

~~Maintain accurate records and prepare reports.~~

~~Exercise sound independent judgment.~~

~~Read and interpret plans, blueprints, and specifications.~~

~~Prepare clear, concise and competent reports.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions

- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer

- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade high school~~ supplemented by specialized training related to ~~primary~~ the area of assignment.

Experience:

~~Three~~ Four (4) years of experience that demonstrates journey-level skills in assigned area.

License or Certificate:

Possession of, ~~or ability to obtain, a Class-B a valid~~ driver's license.

Possession of, or ability to obtain a valid forklift certification.

Possession of or ability to obtain a valid EPA Retrieval and Reclamation Certification issued by authorized agency if assigned HVAC/R trade.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near

moving mechanical parts. Incumbents may be required to respond to emergencies during off hours which may include evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; **to frequently** push, pull, lift, and/or carry moderate to heavy amounts of **weight up to 50 pounds, to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance;** dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: March 9, 2000

Johnson & Associates Revised: January 2007

Mail Clerk

MAIL CLERK

RANGE 25 27

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under supervision,~~ Performs a variety of general clerical duties related to mail room operations at an assigned location; processes various types of outgoing mail; ~~sorts incoming and interoffice mail into the appropriate department mailboxes; prepares mail to be picked up by special couriers; maintains various records and accounts; and performs various routine clerical tasks.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Empties mail drop off boxes throughout the day; receives and sorts incoming **and interoffice** mail; **and** packages into departmental mailboxes; **prepares outgoing and interoffice mail** ~~or~~ for ~~District~~ courier pick-up.
2. Processes **various types of** outgoing mail including ~~to process~~ all presort, first class, media, library, certified, and express mail for assigned location; packs all outgoing mail in tubs for USPS and presort company pick-up; prepares necessary forms for presort company including daily total count.

3. Processes all presort, first class, media, library, certified, and express mail for ~~KVCR departments that require special tracking~~; tracks total pieces and cost ~~for KVCR~~ on a daily basis and prepares monthly reports; tracks ~~KVCR's department~~ usage of bulk account; prepares copies of bulk reports for monthly totals and billing.
4. Processes bulk mailings for the assigned location; sorts mail by zip codes; bundles groups; completes necessary paperwork; delivers mail to post office.
5. ~~Deposits checks for bulk mailings and yearly fees for permit; tracks departmental costs.~~
6. Drops off express mail or other time sensitive U.S. mail at the post office; ~~drives to District office for pick-ups as necessary.~~
7. ~~Performs routine clerical tasks related to mailroom operations~~; provides customer service including at window, over the phone, and through e-mail.
8. ~~Provides lead supervision and direction to student workers in the mail room; directs work activities, tracks hours worked, prepares time sheets, evaluates work, and conducts safety and other meetings.~~
9. Operates a variety of mail room and office equipment including copiers, postage scales, and meters.
10. Processes U.S. mail and returned College mail that has no name or department; opens mail and determines appropriate recipient; forwards item to correct recipient or return to sender.
11. Maintains and reconciles a variety of ledgers, accounts, and records; ~~deposits checks for bulk mailings.~~
12. Inventories, orders, and maintains mail room materials, supplies, and equipment; arranges for the service of equipment as needed.
13. Performs ~~other duties~~ related ~~to the primary job~~ duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Principles and procedures of record keeping and filing.~~

~~Mathematical principles.~~

~~English usage, spelling, grammar, and punctuation.~~

~~Occupational hazards and standard safety practices including proper lifting techniques.~~

~~United States postal regulations and services.~~

Ability to:

~~Learn mail room procedures, methods, techniques, and equipment including operation of a computer.~~

~~Sort and distribute mail at a speed necessary for successful job performance.~~

~~Alphabetize or numerically/chronologically sort materials~~

~~Type at a speed necessary for successful job performance.~~

~~Operate and perform minor maintenance on mail room equipment.~~

~~Move and manipulate heavy materials.~~

~~Maintain records and accounts.~~

~~Work independently in the absence of supervision.~~

~~Organize and prioritize work to meet deadlines.~~

~~Provide lead supervision and training to student workers.~~
~~Understand and follow oral and written instructions.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school.

Experience:

~~Some~~ Two (2) years of general clerical or office experience. ~~Experience in a mailroom is highly desirable.~~

License or Certificate:

Possession of a valid driver's license and ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to deliver mail; subject to noise from mail room and office equipment operation; exposure to dust and inclement weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to ~~occasionally~~ frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office and mail room equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2006

Maintenance Worker

MAINTENANCE WORKER

RANGE: 33 34

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of semi-skilled and unskilled duties in support of assigned operations and services; operates maintenance and construction tools and equipment; and assists in performing other skilled maintenance duties as assigned.~~

~~This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the departments and staffing levels.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of semi-skilled and unskilled maintenance, repair, and construction work on various

District facilities, structures, and systems; ~~including assists Technicians in the their specialized area of air filters, such as electrical, plumbing, HVAC/R, and general maintenance. related areas; observes and complies with federal, state, and local codes, laws, and regulations.~~

2. Operates a variety of maintenance related equipment including power and hand tools; performs preventive maintenance and light repairs on equipment.
3. Installs appropriate air filters ~~and fan motors according to a schedule in a variety of air conditioning, heating, and other air handling equipment; cleans coils;~~ removes and disposes of used filters.
4. Assists Technicians in repairing, installing, and maintaining low voltage electrical systems (<600 V) including conduit and duct systems, lighting and power circuits, transformers, generators, motors, pumps, bearings, seals, control equipment, switches, switchboards, fixtures, clocks and related electrical devices.
5. Assists Technicians in repairing, installing, and maintaining HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water-cooling towers, forced air units, pumps, automatic and hand valves, expansion valves, and capillary tubes.
6. ~~Check and adjust temperatures on the energy management system as necessary.~~
7. Assists the Technicians in installing general plumbing systems and repairing existing systems.
8. Utilizes proper safety precautions related to all work performed.
9. Maintains and files a variety of records related to the area of assignment.
10. Assists in performing other skilled maintenance duties as assigned.
11. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods and techniques of general construction, maintenance, and repair.
Operational characteristics of general maintenance and construction equipment and tools.
Proper procedures used in the basic maintenance and repair of hand and power tools.
Basic heating and air conditioning systems and methods, materials, and equipment used.
Basic electrical theory and calculations of formulas.
Basic electrical codes and their proper implementation.
Proper methods of storing equipment, materials, and supplies.
Basic mathematical principles.
Principles and procedures of record keeping and filing.
Occupational hazards and standard safety practices.~~

Ability to:

~~Perform a variety of routine maintenance, construction, and repair work.
Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor within the area of assignment.
Maintain and repair a variety of tools and equipment.
Work from blueprints, shop drawings and sketches.~~

~~Perform accurate mathematical calculations.~~

~~Install air filters and fan motors.~~

~~Assist in installing, troubleshooting, maintaining and repairing various types of electrical, HVAC, and plumbing equipment.~~

~~Ensure adherence to safe work practices and procedures.~~

~~Understand and follow oral and written communication instructions.~~

~~Work independently with little direction.~~

~~Meet deadlines schedules and time lines.~~

~~Maintain accurate records and prepare reports.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems

- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of high school ~~the twelfth grade~~.

Experience:

One (1) year of general maintenance experience.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; **to frequently** push, pull, lift, and/or carry moderate to heavy amounts of weight **up to 50 pounds; to occasionally push, pull, lift, and/or carry heavier amounts of weight with assistance;** dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Maintenance Technician

MAINTENANCE TECHNICIAN

RANGE: 37 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs journey-level work in ~~a specific building, facility, or equipment maintenance field~~ one assigned trade such as electrical, carpentry, painting, locksmithing, and/or plumbing; operates maintenance and construction tools and equipment; ~~and~~ assists in performing other semi-skilled maintenance duties as assigned.

~~This is a broad classification with individual positions assigned to specific functional areas; positions assigned to this class perform duties and are required to have journey-level skills related to assigned area(s) which may include electrical, carpentry, painting, locksmithing, plumbing and/or pool maintenance. Duties and assignments may overlap depending on the operational needs of the department and staffing levels and may include assisting other skilled trades.~~

This is the journey-level class within the Maintenance Technician series. Employees at the Maintenance Technician level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Lead Maintenance Technician in that the Lead Maintenance Technician provides lead supervisory responsibilities over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Maintenance Technician is a journey-level classification and is distinguished from the Maintenance Worker classification in the level of experience required and the scope of duties assigned. Employees in this classification perform skilled duties in one trade and semi-skilled work in other trades.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Operates a variety of maintenance-related equipment including power and hand tools; performs preventive maintenance and light repairs on equipment.
2. Inspects work site for any safety hazards or obstacles; ensures adherence to safe work practices and procedures.
3. Assists in performing skilled maintenance duties as assigned.
4. Requisitions supplies, materials, and equipment through supervisor; cleans and maintains tools and equipment; may prepare and/or maintain work records and logs.
5. Depending on area of assignment, may perform or assist in the following: Performs a variety of maintenance, repair, and construction work on various District facilities, structures, and systems including in the areas of electrical, carpentry, painting, locksmithing, plumbing, and related areas; observes and complies with federal, state, and local codes, laws, and regulations.
6. Performs a variety of skilled electrical duties; diagnoses, inspects, repairs, installs, services, and maintains electrical systems including conduit and duct systems, lighting and power circuits, transformers, generators, motors, pumps, bearings, seals, control equipment, switches, switch boards, fixtures, clocks and related electrical devices; works with high voltage; troubleshoots electrical malfunctions making necessary repairs to a large variety of equipment; maintains outdoor lighting and automatic time clocks.
7. Diagnoses, repairs, and maintains boilers and related equipment such as valves, pumps, gauges, tubes and controls; may work on pneumatic controls and air compressors.
8. Performs a variety of skilled plumbing duties; installs general plumbing systems and repairs existing systems; performs rough in, top out, and finish plumbing to replace broken pipes and clean plugged drains; performs routine maintenance on valve fittings, ballcocks, Sloan flush valves, vacuum breakers, and other fixtures; makes sweat joints on copper pipe; cuts and threads iron pipe; troubleshoots malfunctions and identifies plan of action to resolve problems.
9. Performs a variety of skilled locksmith duties including construction, replacement, installation, adjustment, and repairs of various types of locks and lock hardware; cuts keys; repairs and installs

~~locks in doors and cabinets; rekeys locks; lubricates or replaces parts; maintains records of keys and key systems; adjusts and maintains door closers; installs doors and door hardware.~~

- ~~10. Performs a variety of skilled carpentry work in the alteration, repair and construction of structures, facilities, and equipment; builds cabinets; constructs or repairs walls, stairs, shelves and platforms; hangs doors; installs chalk or bulletin boards; finishes or repairs a variety of wooden and plastic laminate objects; replaces windows.~~
- ~~11. Maintains swimming pool and chlorination system; checks boilers, circulating pumps and gauges; tests water chemistry and makes necessary chemical adjustments; vacuums and scrubs pools; backwashes pool filters; maintains and repairs pool tiles and deck; installs lane lines, fixtures and furnishings for swim meets; installs or removes pool covers as needed.~~
- ~~12. Performs a variety of skilled painting duties for buildings, facilities, and furnishings; prepares surfaces for painting; mixes and applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces; may lay out stencils and construct signs.~~
- ~~13. Assists in operating the energy management system in order to control room temperatures, facilities use for events, and facility lighting.~~
- ~~14. May perform welding duties and steel and sheet metal fabrication.~~
- ~~15. Performs related duties as required.~~

REPRESENTATIVE DUTIES – ALL TRADES

1. Performs skilled work in one assigned trade in the areas of electrical, carpentry, painting, locksmithing, plumbing; observes and complies with federal, state, and local codes, laws, and regulations.
2. Performs general unskilled and semi-skilled maintenance work and may assist in other trades.
3. Operates a variety of maintenance related equipment including power and hand tools; performs preventive maintenance and necessary repairs on equipment.
4. Troubleshoots and diagnoses a variety of building and maintenance related malfunctions and identifies a plan of action to resolve problems.
5. Inspects work site for any safety hazards or obstacles; ensures adherence to safe work practices and procedures.
6. Organizes and lays out assigned tasks; interprets plans, diagrams, blueprints, sketches, verbal instructions and specifications; works from verbal and written instructions and work orders.
7. Estimates materials and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
8. Performs other duties related to the primary job duties.

REPRESENTATIVE SKILLED DUTIES

CARPENTER

Performs skilled carpentry work in the alteration, repair, and new construction of equipment and structures; ensures the maintenance and safety of District buildings and fixtures; receives and responds to work orders; ensures compliance with building, health and safety codes and standards. Constructs,

installs, maintains, and repairs woodwork, including cabinets, bookcases, shelves, doors, window frames, and furniture, performing mill and cabinet work as necessary; matches materials with color, grain or texture. Builds partitions; constructs walls using paneling and other decorative materials; installs, replaces, and repairs partitions and other items; cuts, fits, and hangs doors; installs and repairs drywall. Constructs and installs new windows and doors; replaces glass in existing windows and doors, as necessary. Operates a variety of specialized equipment including saws, drills, presses, and various other hand and power tools.

PAINTER

Performs skilled painting work, including using brushes, rollers, or spray guns in applying paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick, asphalt, and cement. Applies under-the-finish coats to plaster walls and other surfaces; installs drywall and adds texture to the walls. Designs and fabricates signage for usage throughout the District; posts signage in accordance with applicable laws, regulations, guidelines, and rules.

LOCKSMITH

Performs a variety of skilled locksmith duties including construction, replacement, installation, adjustment, and repairs of various types of locks and lock hardware; cuts keys using a programmable computerized key cutting machine; maintains lock and key data; repairs and installs locks in doors and cabinets; rekeys locks; lubricates or replaces parts; maintains records of keys and key systems; adjusts and maintains door closers; installs doors and door hardware; assists in designing and maintaining key issuing protocol.

ELECTRICIAN

Performs a variety of skilled electrician duties including installation, maintenance, and repair of transformers, panel boards and branch circuit wiring; bends and installs various types of conduit and duct systems; installs raceways and panels; installs lighting systems, receptacles, fixtures and switches; fabricates brackets, holders and supports; installs, maintains and repairs motor control circuits; replaces and repairs outdoor lighting systems including parking lot pole lights. Installs, programs, and maintains computer-controlled lighting systems, emergency power/battery backup systems, solar power, and networked fire alarm computer programming. Installs and tests interior and exterior wiring for equipment and appliances; assembles and repairs lighting fixtures, wiring and controls; installs, and repairs sockets, capacitors, bulbs and other lighting parts, wiring and assemblies; repairs scoreboards and field lighting systems as needed; installs new electrical systems and equipment, including ballasts.

PLUMBER

Performs a variety of skilled plumbing duties; installs general plumbing systems and repairs existing systems; performs rough in, top out, and finish plumbing to replace broken pipes and clean plugged drains; performs routine maintenance on valve fittings, ballcocks, sloan flush valves, vacuum breakers, and other fixtures; makes sweat joints on copper pipe; cuts and threads iron pipe. Diagnoses, repairs, and maintains boilers and related equipment such as valves, pumps, gauges, tubes and controls; may work on pneumatic controls and air compressors. Installs, tests, and maintains all types of plumbing equipment, including drains, water heaters, garbage disposals, valves, regulators, gas fuel-burning appliances, water and gas lines, sewers, flush valves, fixtures, swimming pool pumps, fire sprinkler equipment, and hydrants. Cleans out drains and removes obstructions from water and sewer systems, dishwashers, disposals,

pumps, toilets, urinals, and drinking fountains; inspects and repairs leaks and general system failures; repairs or replaces damaged pipes, tubing, and sewer lines.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods and techniques of construction, maintenance, and repair related to the area of work assigned.~~

~~Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.~~

~~Proper procedures used in the maintenance and repair of hand and power tools.~~

~~Proper methods of storing equipment, materials, and supplies.~~

~~Basic mathematical principles.~~

~~Principles and procedures of record keeping and filing.~~

~~Occupational hazards and standard safety practices.~~

Ability to:

~~Perform a variety of maintenance, construction, and repair work in the area of work assigned.~~

~~Perform journey-level tasks in one area of specialization.~~

~~Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.~~

~~Maintain and repair a variety of tools and equipment.~~

~~Work from blueprints, shop drawings and sketches.~~

~~Perform accurate mathematical calculations.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Ensure adherence to safe work practices and procedures.~~

~~Understand and follow oral and written communication instructions.~~

~~Work independently with little direction.~~

~~Meet schedules and time lines deadlines.~~

~~Maintain accurate records and prepare reports.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade~~ high school supplemented by specialized training related to primary area of assignment.

Experience:

Two (2) years of experience that demonstrates journey-level skills in assigned area.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Printer/Reproduction Operator

~~PRINTER/REPRODUCTION OPERATOR~~ PRINTING OPERATIONS SPECIALIST

~~RANGE 30-33~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of duties involved in the operation and maintenance of ~~Operates and maintains~~ multi graphic digital printing equipment and all duplicating and auxiliary equipment at the District ~~reproduction~~ printing services center.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Receives, reviews, and completes job orders; follows up with customers when clarification is necessary; recommends paper ink, and printing techniques appropriate to printing and reproduction jobs.
2. Configures and operates ~~duplicating reprographic~~ equipment to reproduce materials such as ~~business cards, brochures, signs,~~ forms, examinations, reports, and class materials.
3. Makes adjustments necessary to print various documents with black or colored inks; performs minor repairs and servicing of ~~reproduction reprographic~~ equipment; ~~refers more complex repairs to Senior Printing Operations Specialist for evaluation.~~
4. Operates various bindery and finishing equipment such as ~~combination binders, coil binders,~~ paper cutters, folders, collators, paper joggers, paper drills, staplers, stitchers, shrink-wrappers, and laminators.
5. Responds to inquiries from customers regarding job status, job orders, inventory, and other matters.
6. Prepares materials for printing; burns and develops plates.
7. ~~Utilizes printing and graphics software;~~ maintains duplicating files, ~~logs,~~ and records as required.
8. Verifies clarity and quality of completed materials; ~~prepares completed jobs for delivery to requesting parties.~~
9. Maintains inventory of paper and materials used in printing process, including paper, toners, and stationery supplies; maintains cleanliness of work area and equipment.
10. Calculates cost of jobs in accordance with established guidelines.
11. ~~Handles chemicals and hazardous waste in accordance with District safety guidelines.~~
12. ~~May assist in directing the work of student workers.~~

13. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~The operation and maintenance of duplicating, finishing, and peripheral equipment.
Considerable knowledge of the materials, equipment, and methods used in duplicating, plate making, collating, and binding.~~

Ability to:

~~Configure, maintain, and operate high-speed digital copiers and other reproduction equipment.
Learn new technologies to operate new equipment.
Inspect work for accuracy and quality.
Work cooperatively with others, including shop customers.
Perform manual work, including lifting heavy material.
Understand and follow written and/or oral instruction.
Manage and meet deadlines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*****Lead, Advanced or Senior Level Positions***

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school.

Experience:

~~One~~ **Two (2)** years of experience in the operation of duplicating and auxiliary equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a printing shop environment with extended periods of time operating reprographic equipment and viewing computer monitor; exposure to machine vibrations while operating machinery; **exposure to noise, dust, fumes and potentially hazardous chemicals.**

Physical: Primary functions require sufficient physical ability and mobility to work in a reprographics shop; to stand, walk or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to heavy amounts of weight **up to 80 pounds with or without assistance**; to operate office and reprographic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Printing Operations Specialist

SENIOR PRINTING OPERATIONS SPECIALIST

RANGE: 39

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of specialized duties involved in the operation and maintenance of ~~operates and maintains~~ multi-graphic digital printing equipment, and all duplicating and auxiliary equipment at the District ~~reproduction printing services~~ center.

DISTINGUISHING CHARACTERISTICS

The Senior Printing Operations Specialist classification is distinguished from the Printing Operations Specialist classification by the level of responsibility assumed and the additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including use and maintenance of small and large presses.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Receives, reviews, and completes job orders; follows up with customers when clarification is necessary; recommends paper, ink, and printing techniques appropriate to printing ~~and reproduction~~ jobs; plans production schedule to meet deadlines; ~~prepares work area.~~
2. Operates production printing equipment including small and large offset presses, platemaker, graphics camera, typesetter, cutter, folder, ~~creaser, combination binders, coil binders,~~ stitchers, ~~numbering machine,~~ and collator in the reproduction of a variety of materials, including forms, ~~business cards, brochures, pamphlets, invitations, event tickets,~~ bulletins, charts, graphs, examinations, and reports.
3. ~~Prepares presses for operation; loads paper and makes appropriate adjustments; calibrates and makes adjustments necessary to print various projects with black and/or colored inks; proper ink levels are maintained.~~
4. Maintains, cleans, adjusts, lubricates, services, performs preventative maintenance, and makes minor repairs to printing equipment; orders parts needed to make minor repairs on reprographic equipment.
5. ~~Makes adjustments necessary to print various projects with black and/or colored inks; performs minor repairs of reproduction equipment, and schedules service calls as needed.~~
6. ~~Utilizes printing and graphics software; maintains duplicating files, logs, and records as required.~~
7. Researches and ~~advises the supervisor makes recommendations~~ in the selection of equipment, ~~parts,~~ and supplies.
8. Handles chemicals ~~and hazardous waste in safe manner and follows to OSHA in accordance with District safety guidelines in disposal of hazardous waste materials.~~
9. Contacts outside service representatives when major service or repair is necessary; contacts outside vendor to perform bindery services, providing detailed instructions and timelines.
10. ~~Assists in monitoring budget by continuous cost control efforts.~~
11. Maintains appropriate inventory of paper, ink, developers, solvents, and other materials used in printing processes; maintains cleanliness of work area and equipment.

12. Verifies clarity and quality of completed materials; prepares completed jobs for delivery to requesting parties.
13. ~~May assist in directing the work of student workers.~~
14. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Extensive knowledge of the operation and maintenance of a wide variety of offset printing, duplicating, binding, and finishing equipment.~~

~~Accepted trade practices, terminology, procedures, and techniques required for special printing effects.~~

~~Techniques used in four color printing process.~~

~~Characteristics and uses of various inks, paper stocks, and other supplies used in reproduction work.~~

~~Safe handling of chemicals and solvents.~~

~~OSHA District safety rules and regulations.~~

~~Inventory and record keeping procedures.~~

Ability to:

~~Operate equipment efficiently, make accurate adjustments, and maintain in proper working condition.~~

~~Set up and operate large offset presses, duplicators, bindery equipment, platemaker, and process camera.~~

~~Calibrate and adjust equipment to meet requirements for quality production; and clean and perform routine maintenance.~~

~~Make minor repairs and adjustments to reprographic equipment.~~

~~Adapt to changing technology and learn functionality of new equipment.~~

~~Perform hairline registration for multi-color printing.~~

~~Determine and select appropriate supplies and materials.~~

~~Assemble materials for plates and burn plates.~~

~~Mix printing chemicals and other solutions.~~

~~Maintain files of plates and negatives, inventories of printing supplies.~~

~~Ensure proper storage of chemicals and solutions.~~

~~Maintain computerized tracking systems.~~

~~Train and direct student workers.~~

~~Monitor quality of finished work.~~

~~Understand and follow oral and written instructions.~~

~~Plan and organize work to meet changing priorities and critical deadlines.~~

~~Work independently.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade high school supplemented by specialized training in printing processes.~~

Experience:

~~Three~~ **Four (4)** years of increasingly responsible printing operations experience that includes the four color printing process.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a print shop setting with **exposure to machine vibrations while operating machinery**; exposure to noise, dust, fumes and potentially hazardous chemicals.

Physical: Primary functions require sufficient physical ability and mobility to work in a reprographics shop; to stand, walk or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to heavy amounts of weight **up to 50 pounds**; to **occasionally** lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office and reprographic equipment requiring repetitive hand movement and fine

coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish color; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: February 8, 2001

Johnson & Associates Revised: January 2007

Producer, Radio

PRODUCER, RADIO

Range: 36-42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, hosts broadcasts and acts as on-air talent for assigned programs; gathers weather, traffic, breaking news, promos, and underwriter information from a variety of sources and broadcasts them on assigned programs; plans, produces and broadcasts a variety of live, special or recorded shows or programs; participates in fund-raising activities; and~~ Coordinates the various aspects of producing radio ~~and television~~ programs including equipment set-up and scheduling, legal clearances, broadcast scripts, interviews, on-air hosting and announcing.

~~This is the full journey level class within the Radio Producer series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions allocated to the Radio Producer class level are distinguished from the Senior Radio Producer in that positions allocated to the Senior Radio Producer level perform the most difficult and responsible types of duties assigned to classes within this series including planning, organizing, coordinating, and overseeing the production of special remote radio programs as well as serving as a lead worker providing training, guidance, and assistance to other radio staff.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Hosts broadcasts and acts as on-air talent for assigned programs; gathers weather, traffic, breaking news, ~~promotions~~ ~~promes~~, and underwriter information from a variety of sources and broadcasts them on assigned programs.
2. Develops, ~~plans~~, produces, and edits a variety of radio ~~and television programs content for broadcast and digital distribution~~, such as music, news, public interest, special features and/or public affairs.
3. Prerecords programs, ~~stories, and segments~~ by formatting, narrating, announcing, recording and editing with cue information for the on-duty operator.
4. Initiates story ideas and concepts for special programs and features, taking pieces from research and development through editing and delivery.
5. ~~Coordinates Establishes and maintains relationships~~ with a broad spectrum of contributors, cultural organizations, business and community leaders; arranges for interviews and special live broadcasts.
6. ~~Maintains currency~~ ~~Stays current~~ with local, national and international news, especially as it relates to local business, finance and the economy and/or trends in the various music formats.
7. Coordinates the production of special remote radio programs, making all necessary arrangements including equipment and personnel scheduling, equipment set-up, legal & copyright clearances, broadcast scripts, guests and hosts.
8. Organizes and prepares proposals for producing special programs and submits to station management with recommendations.
9. Works with appropriate staff to plan and implement ~~on air and live~~ station ~~fund-raising~~ events; ~~attends and represents the station at various public events~~.
10. Assists radio and television station staff in the production of promotional materials and spots promoting the radio programs.
11. ~~Prepares calendar of~~ ~~Compiles~~ community and college ~~cultural~~ events ~~to be promoted on-air~~ requests ~~for on-air promotion~~.
12. Assists in maintaining music catalog and library by filing, inspecting and ordering media.
13. Operates various station broadcast, production and editing equipment.
14. Maintains a variety of records and logs; ~~provides data used for budget development and administration as requested~~.
15. Perform ~~other duties~~ related ~~primary job~~ duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a public television station.~~

~~Structure and operation of public television systems.~~

~~Instructional television operations.~~

~~Basic television programming skills.~~

~~Principles and techniques of developing promotional materials.~~

~~Mathematical principles.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Computerized record keeping systems.~~

~~Pertinent federal, state, and local laws, codes, and regulations including FCC regulations pertaining to station operations.~~

Ability to:

~~Develop and maintain television operational logs and day books in accordance with FCC broadcast requirements.~~

~~Develop and prepare effective promotional materials.~~

~~Operate video tape and other recording equipment.~~

~~Evaluate and respond to request for air time for non-profit community announcements.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work independently in the absence of supervision.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand

- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education/Training:

~~Equivalent to the completion of 60 units of college-level~~ An Associate's A Bachelor's degree with major coursework in ~~telecommunications~~ broadcasting, communications, journalism, English, music theory, fine arts or a closely related field; ~~two years of directly related experience may substitute for one year of education.~~

Experience:

~~One year~~ Two (2) years of experience in broadcast operations including on-air radio announcing and production of music programming, radio features and/or public affairs programs.

License or Certificate:

~~Possession of, or ability to obtain the necessary FCC Broadcast Permits.~~

Possession of a valid driver's license.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, music theory, fine arts, or a related field, an Associate's degree and four (4) years of experience in broadcast operations including on-air radio announcing and production of music programming, radio features and/or public affairs programs is qualifying.

In the absence of an Associate's degree with major coursework in broadcasting, communications, journalism, English, music theory, fine arts or a closely related field, equivalent to the completion of high school and six (6) years of experience in broadcast operations including on-air radio announcing and production of music programming, radio features and/or public affairs programs is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting ~~with occasional travel from site to site~~; exposure to noise and electrical energy.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Producer/Director – Television

PRODUCER/DIRECTOR – TELEVISION

RANGE: 50

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Plans, coordinates, produces, and directs various aspects of television programs including shooting video, editing video, producing material for on-air use, and composing graphics; ~~schedules, coordinates, and supervises music, scenery, camera and audio work, timing, and other details of production; and operates a variety of television equipment.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Produces and directs television programs for the District owned television station; directs programs live or on tape in the studio or in the field; produces and directs programs, on air promotions, and public service announcements.
2. Shoots and/or edits video for a variety of programs, underwriters, promotions, and related television materials.
3. Develops new program ideas by contacting a wide variety of experts and researching topics using a variety of sources; compiles, organizes, and prepares proposals for new programs.
4. Designs and prepares sets, lighting schemes, scenery, and props for productions.
5. Develops **and writes** scripts for programs; selects performers and guests as assigned.
6. Coordinates program publicity, budgets, permits and agreements.
7. Coordinates the work of production crews and talent; ~~supervises and evaluates work of student assistants and students enrolled in TV production courses.~~
8. Consults with and provides technical assistance to faculty and staff related to the production of television programs.
9. Operates **and maintains** a variety of television equipment including computers, editing equipment, camcorders, video switchers, and related equipment.
10. Prepares and maintains a variety of reports and logs related to production activities.
11. ~~Serves as lead worker with assigned station personnel as necessary.~~
12. Performs **other duties** related **to the primary job** duties **as required.**

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a public television station.~~
~~Principles and techniques of producing and directing live and taped television programs in the studio or in the field.~~
~~The resources, principles, and methods of researching program topics.~~
~~Operational characteristics of production, editing, and telecommunication equipment.~~
~~Office procedures, methods, and equipment including computers and applicable software applications.~~
~~Pertinent federal, state, and local laws, codes, and regulations including FCC rules and regulations pertaining to station operations.~~

Ability to:

~~Evaluate, select, research, and develop new program ideas.~~
~~Direct and coordinate all phases of program production including script writing, publicity, budgets, taping.~~
~~Design scenery, costumes and props.~~
~~Processing and selection of personnel.~~
~~Develop and write program scripts.~~
~~Prepare program proposals.~~
~~Operate a variety of television equipment including computers, editing equipment, camcorders, video switchers, and related equipment.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Oversee assigned staff as necessary.~~
~~Meet critical deadlines while working with frequent interruptions.~~
~~Operate office equipment including computers and supporting software applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Work independently in the absence of supervision.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in telecommunications media, mass communications, journalism, English, or a related field; ~~two years of directly related experience may substitute for one year of education.~~

Experience:

Five (5) years of experience in producing and directing television programs.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree from an accredited college or university with major course work in media, mass communications, journalism, English, or a related field, an Associate's degree and seven (7) years of experience in producing and directing television programs is qualifying.

In the absence of an Associate's degree from an accredited college or university with major course work in media, mass communications, journalism, English, or a related field, an Associate's degree and nine (9) years of experience in producing and directing television programs is qualifying.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; exposure to noise and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry push and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and

to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Storekeeper I

Abolish. Relevant duties in Warehouse Technician classification.

STOREKEEPER I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under general supervision, performs a variety of storekeeping activities including the receipt, inspection, storage, and issuance of stock; delivers materials and supplies as necessary; and performs a variety of general tasks relative to assigned area of responsibility.~~

~~The Storekeeper I is the first level in the Storekeeper series. The Storekeeper I is distinguished from the Storekeeper II in that the Storekeeper I is responsible for a specialized storekeeping operation that is limited to a facility serving a single or specialized function whereas the Storekeeper II is responsible for a campus-wide storekeeping operation that services a variety of facilities.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Receives college supplies, equipment, and materials; verifies incoming shipments for appropriate quantity and quality against invoice; inspects shipments for damage; notifies vendors of shortages or damages; posts receipt on computer terminals; marks items with school identification.~~
- ~~2. Returns defective materials and equipment; refuses receipt of incorrect items; investigates and uses best freight carriers for outgoing shipments; packs, labels, and weighs outgoing freight.~~
- ~~3. Notifies appropriate parties of shipment arrival; arranges for and/or makes deliveries to appropriate offices; may assist in loading and unloading freight.~~
- ~~4. Plans for methods of storage for special items including chemical and biological supplies; plans stock rotation and space utilization.~~
- ~~5. Maintains a variety of files and records including purchase order files, shipping/receiving records, freight claims, parcel deliveries, and inventory records;~~
- ~~6. Operates and maintains a variety of storekeeping equipment including forklifts, electric carts, and other District vehicles.~~

7. ~~Maintains cleanliness, security, and safety within stores area.~~
8. ~~Supervises student workers as assigned.~~
9. ~~May assist other campus personnel in moving large objects; makes special deliveries as necessary.~~
10. ~~Projects and monitors the inventory of basic office supplies and assists in the procurement of supplies through the bid process.~~
11. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a receiving and delivery program.~~

~~Modern storekeeping systems and procedures, including methods of proper and orderly storage, issuance and receipt of materials, stock inventory procedures and space use for maximum utilization.~~

~~Basic principles and procedures of record keeping and filing.~~

~~Basic mathematical principles.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Operational characteristics of storekeeping equipment and tools.~~

~~Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.~~

~~Occupational hazards and standard safety practices.~~

~~Oral and written communications skills.~~

Ability to:

~~Receive, inspect, issue and/or pick-up materials and equipment.~~

~~Operate a variety of storekeeping equipment including forklifts, pallet jacks, and hand trucks in a safe and effective manner.~~

~~Maintain accurate and current records of inventory, materials and supplies.~~

~~Operate office equipment including computers and applicable software applications.~~

~~Maintain adequate stock levels.~~

~~Respond to requests and inquiries from other personnel.~~

~~Work independently in the absence of supervision.~~

~~Provide work direction and guidance to assigned student workers.~~

~~Understand and follow oral and written directions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines—*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

~~Equivalent to the completion of the twelfth grade.~~

Experience:

One year of stock or storekeeping experience that includes the maintenance of records.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, noxious odors, and gases; potentially hazardous chemicals; liquid and epoxy chemicals, solvents, and oils; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Storekeeper II

Abolish. Relevant duties in Warehouse Technician classification.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

STOREKEEPER-II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision, Performs a variety of storekeeping activities within the Bookstore including the receipt, inspection, storage, and issuance of stock; delivers materials and supplies as necessary; and performs a variety of general tasks relative to assigned area of responsibility.

The Storekeeper II is the second level in the Storekeeper series. The Storekeeper II is distinguished from the Storekeeper I in that the Storekeeper II is responsible for a campus-wide storekeeping operation that

services a variety of facilities whereas the Storekeeper I is responsible for a specialized storekeeping operation that is limited to a facility serving a single or specialized function.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Receives college supplies, equipment, and materials; verifies incoming shipments for appropriate quantity and quality against invoice; inspects shipments for damage; notifies vendors of shortages or damages; posts receipt on computer terminals; marks items with school identification.~~
2. ~~Returns defective materials and equipment; refuses receipt of incorrect items; investigates and uses best freight carriers for outgoing shipments; packs, labels, and weighs outgoing freight.~~
3. ~~Notifies appropriate parties of shipment arrival; arranges for and/or makes deliveries to appropriate offices; may assist in loading and unloading freight.~~
4. ~~Plans for methods of storage for special items including chemical and biological supplies; plans stock rotation and space utilization.~~
5. ~~Maintains a variety of files and records including purchase order files, shipping/receiving records, freight claims, parcel deliveries, and inventory records;~~
6. ~~Operates and maintains a variety of storekeeping equipment including forklifts, electric carts, and other District vehicles.~~
7. ~~Maintains cleanliness, security, and safety within stores area.~~
8. ~~Supervises student workers as assigned.~~
9. ~~May assist other campus personnel in moving large objects; makes special deliveries as necessary.~~
10. ~~Projects and monitors the inventory of basic office supplies and assists in the procurement of supplies through the bid process.~~
11. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a receiving and delivery program.~~

~~Modern storekeeping systems and procedures, including methods of proper and orderly storage, issuance and receipt of materials, stock inventory procedures and space use for maximum utilization.~~

~~Basic principles and procedures of record keeping and filing.~~

~~Basic mathematical principles.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Operational characteristics of storekeeping equipment and tools.~~

~~Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.~~

~~Occupational hazards and standard safety practices.~~

~~Oral and written communications skills.~~

Ability to:

Receive, inspect, issue and/or pick-up materials and equipment.

Pick-up equipment or materials.

Operate a variety of storekeeping equipment including forklifts, pallet jacks, and hand trucks in a safe and effective manner.

Maintain accurate and current records of inventory, materials and supplies.

Operate office equipment including computers and applicable software applications.

Maintain adequate stock levels.

Respond to requests and inquiries from other personnel.

Work independently in the absence of supervision.

Provide work direction and guidance to assigned student workers.

Understand and follow oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of stock or storekeeping experience that includes the maintenance of records.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, noxious odors, and gases; potentially hazardous chemicals; liquid and epoxy chemicals, solvents, and oils; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts..

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985
 Johnson & Associates Revised: January 2007

Telecommunications Technician

~~TELECOMMUNICATIONS TECHNICIAN BROADCAST TECHNICIAN~~

RANGE: 40

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs specialized technical duties involving the installation, operation, and maintenance of radio and/or television equipment; operates and maintains a variety of audio and video monitoring equipment; and maintains a variety of records and reports.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Maintains, repairs, installs, and modifies a variety of radio and/or television electronic communication equipment; diagnoses or troubleshoots malfunctioning electronic equipment; conducts preventive maintenance program; makes recommendations on equipment replacement as necessary.
2. Sets up, adjusts, monitors, and operates electronic communication and broadcasting equipment including transmitters, cameras, video and/or audio recorders, lighting monitors, consoles, and receivers in accordance with federal regulations; maintains necessary documentation of equipment checks and/or performance measurements; may assist in and/or design circuits or electric software.
3. Analyzes and interprets schematics in order to test and repair equipment.
4. Installs and adapts new equipment operational systems within a television/radio facility.
5. Sets up, checks, monitors, and operates remote broadcasting and transmitting equipment; may operate motor vehicles.
6. Operates and maintains a variety of ~~telecommunications~~ test equipment **used to monitor broadcast signal**, including oscilloscopes, digital meters, vectorscopes, and related test equipment.
7. Orders and maintains inventory of electronic parts and supplies; makes recommendations on the purchase of new equipment.
8. May prepare reports and budget requests.
9. Trains staff in the use and operation of ~~telecommunications broadcast~~ equipment as necessary.
10. Performs **other duties** related **to the primary job** duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

The uses and operation of equipment used in the production of radio and television programs.
 Telecommunications equipment maintenance and repair techniques.
 Operational characteristics of a variety of telecommunications test equipment including oscilloscopes, digital meters, vectorscopes, and related test equipment.
 Occupational hazards and standard safety practices including work involving high electrical voltage.
 Telecommunications and audio-video equipment repair methods.
 Principles of electricity and electronics.
 Installation, operation, repair, and maintenance of equipment used in television studios.
 Troubleshooting techniques used in detecting malfunctions of radio and/or television equipment.
 Pertinent federal, state, and local codes, laws, and regulations including rules and regulations of the federal Communications commission as applied to broadcast operations.

Ability to:

Set up, operate, and maintain a variety of telecommunications equipment in accordance with federal regulations.
 Diagnose and troubleshoot electronic equipment malfunctioning.
 Operate radio and telecommunications transmitters.
 Operates and maintains a variety of telecommunications test equipment.
 Maintain a variety of required reports and records.
 Understand and follow oral and written communication.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **

- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to the completion of 60 units of college-level~~ An Associate's degree with major coursework in ~~telecommunications~~, electronics, or a closely related field; ~~additional directly related experience may substitute for the educational guideline on a year for year basis.~~

Experience:

Four (4) years of experience in the operation, maintenance, and repair of ~~radio and/or telecommunications broadcast~~ equipment at a ~~broadcast~~ radio or television station.

License or Certificate:

~~Possession of or ability to obtain a valid General Class Radio Telephone Operator's License issued by the Federal Communications Commission.~~

Possession of a valid driver's license.

EQUIVALENCY PROVISION

In the absence of an Associate's degree with major coursework in communications, electronics, or a closely related field, the equivalent of completion of high school and six (6) years of experience in the operation, maintenance, and repair of broadcast equipment at a radio or television station is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, fumes, noxious odors, and all types of weather and temperature conditions; exposure to high voltage and electrical energy.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to frequently lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Traffic Coordinator, Television

TRAFFIC COORDINATOR, TELEVISION

RANGE: 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, prepares daily logs for broadcast using several sources of information including PBS, regional program distributors, and other KVCR departments; insures that the programs and station break material are obtained, recorded, scheduled and available for broadcast on KVCR-TV; enters data into the traffic scheduling system; coordinates information to insure program feeds are recorded in Master Control; ensures that media assignments are made to enable all programs to be recorded and that content required for broadcast is available to Master Control; and maintains required records to plan, coordinate and document all content for broadcast. Performs a variety of duties to maintain the accuracy and integrity of broadcast channels' scheduling.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Prepares, updates and corrects daily broadcast logs detailing all aspects of operations including all program information, station identification, general support announcements, public service announcements, program promotion, and other information required by **Federal Communications Commission (FCC)** regulations.
2. Schedules recording of programs from satellite receivers for later broadcast and programs for instructional broadcast operations; ensures all material scheduled for broadcast has been received; approves and schedules dubs of ~~videotape~~ programs.
3. **Maintains the accuracy and integrity of broadcast channels by ensuring that the programs and station break material are obtained, recorded, scheduled, and available for broadcast on all KVCR digital channels.**
4. Maintains the accuracy and reliability of ProTrack records for program material scheduled to broadcast and/or record material that has been recorded and program material that has been broadcast.

5. ~~Coordinates, controls, and records the flow of all program material in and out of the station; follows up and ships outgoing material.~~
6. Organizes and maintains program library.
7. Enters data into the traffic scheduling system of all program and interstitial materials including promos, underwriter credits, IDs, and special event spots.
8. ~~Collaborates with other staff to write and edit~~ Writes and edits copy to promote station, programs, or public service announcements ~~organizations~~; works with ~~Program Director and~~ staff to establish promotion priorities and broadcast plans; ~~plans, schedules and executes broadcast promotion plans; coordinates work of staff and contractors to complete promotion plan.~~
9. ~~Assists~~ Provides feedback in production and editing of local TV programs as needed including on-air spots, station breaks, and programming.
10. Serves as System Administrator for ProTrack program and operations ~~system~~; coordinates ~~system~~ maintenance, upgrades and user access.
11. ~~Responds to emergency calls to resolve programming or operational problems that may occur during broadcast hours.~~
12. Provides input and makes recommendations during budget development process.
13. ~~Confers with outside groups on requests for public service announcements and promotional material.~~
14. ~~Serves as liaison for traffic section with other divisions, departments, and outside agencies; provides information within the area of assignment.~~
15. Assists in the maintenance of ~~videotape content~~ library; maintains records of recorded national or regional programs.
16. Prepares and maintains a variety of ~~reports~~, records and logs, including broadcast affidavits; ensures logs are kept in accordance with FCC rules and regulations.
17. ~~May supervise assigned student and volunteer personnel.~~
18. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a public television station.~~

~~Structure and operation of public television systems.~~

~~Instructional television operations.~~

~~Basic television programming skills.~~

~~Principles and techniques of developing promotional materials.~~

~~Mathematical principles.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Computerized record keeping systems.~~

~~Pertinent federal, state, and local laws, codes, and regulations including FCC regulations pertaining to station operations.~~

Ability to:

~~Develop and maintain television operational logs and day books in accordance with FCC broadcast requirements.~~

~~Develop and prepare effective promotional materials.~~

~~Operate video tape and other recording equipment.~~

~~Evaluate and respond to request for air time for non-profit community announcements.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work independently in the absence of supervision.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in telecommunications, journalism, English, or a related field; ~~two years of directly related experience may substitute for one year of education.~~

Experience:

Two (2) years of television experience in the areas of continuity, traffic, and/or promotion work.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree from an accredited college or university with major course work in communications, journalism, English, or a related field, an Associate's degree and four (4) years of television experience in the areas of continuity, traffic, and/or promotion work is qualifying.

In the absence of an Associate's degree from an accredited college or university with major course work in communications, journalism, English, or a related field, ~~an Associate's degree~~ equivalent to the completion of high school and six (6) years of television experience in the areas of continuity, traffic, and/or promotion work is qualifying.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; ~~travel from site to site.~~

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: December 11, 2003

Johnson & Associates Revised: January 2007

Warehouse Operations Worker

Abolished. Duties in the Warehouse Technician classification.

WAREHOUSE OPERATIONS WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under general supervision, receives, inspects, inventories, asset control, stores, issues and delivers materials, furniture, supplies, and tracks deliveries as necessary; coordinates event set-ups and take downs; coordinates high priority packages/supplies/deliveries; assists and supports the facilities department.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Receives and delivers materials, equipment, furniture, and supplies to/from departments and maintains current and accurate shipping receiving records. Notifies appropriate departments of shipment arrival. Follows-up as necessary with missing, lost, or incomplete orders.~~
- ~~2. Inputs and maintains proper asset inventory, and completes surplus of equipment in accordance with District procedures and software; identify excess unserviceable items and perform proper disposal.~~
- ~~3. Loads and operate District vehicles, operate a fork lift, pallet jacks, and utility carts.~~
- ~~4. Responsible for sorting distributing mail and packages to the mailroom and campus departments; assists in campus courier services as necessary.~~
- ~~5. Maintains records of Safety Data Sheets (SDS) for all chemicals received and relay to appropriate receiving departments as necessary.~~
- ~~6. Communicates with administrators, faculty, students and community members in regards to delivery, set up, moving, and pick up of equipment/furniture as related to the warehouse function.~~
- ~~7. Operates a wide variety of hand and power tools and equipment.~~
- ~~8. Maintains cleanliness, security, and safety within the warehouse area.~~
- ~~9. Supervises student workers as assigned.~~
- ~~10. May assist facilities personnel in moving large objects.~~
- ~~11. Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods, materials, and equipment used in maintenance, custodial, and warehouse work.~~

~~Safe work practices.~~

~~Operational characteristics of cleaning, receiving, and delivery of equipment and materials.~~

~~Occupational hazards and standard safety practices.~~

~~Principles and procedures of record keeping and filing.~~

~~Office procedures, methods, and equipment including computers and applicable software applications.~~

~~Operational characteristics of warehousing equipment and tools.~~

~~Inventory procedures, including appropriate forms for ordering purposes.~~

Ability to:

~~Obtain forklift certification.~~

~~Perform the minor repair and cleaning tasks.~~

~~Clean and care for assigned areas and equipment.~~

~~Learn to use a variety of custodial equipment and supplies.~~

~~Receive, inspect, issue and/or pick-up supplies, materials and equipment.~~

~~Maintain accurate and current records of inventory, materials and supplies.~~

~~Operate and use a variety of maintenance and custodial equipment, supplies, and materials in a safe and effective manner.~~

~~Perform minor maintenance repairs on assigned equipment.~~

~~Work independently in the absence of supervision.~~

~~Understand oral and written instructions and to communicate such instructions to others.~~

~~Read labels, signs and work schedules.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines:**Education/Training:**

~~Equivalent to the completion of the twelfth grade.~~

Experience:

~~One year of experience in warehousing, inventory procedures, and issuance of a wide variety of materials, office supplies and equipment.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

Board Approved: November 14, 2013

Range: 28

Warehouse Technician

WAREHOUSE TECHNICIAN

RANGE: 32 34

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, Performs a variety of duties in support of the District warehouse at assigned site; receives, stores, and distributes, issues District supplies and equipment; performs specialized work when receiving and storing chemicals, biological/microbiological supplies, and high priority materials; maintains adequate stock levels and inventory control procedures; and performs a variety of general tasks relative to assigned area of responsibility.~~

~~The Warehouse Technician is responsible for the District warehouse operation that services a variety of locations.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans and organizes the operations of the ~~SBCCD assigned warehouse; hires, trains, and oversees student workers~~; assigns and prioritizes work assignments for students; observes and instructs other personnel who are assigned to the Warehouse in proper safety procedures.
2. Receives supplies, equipment, and materials; verifies incoming shipments for ~~accuracy appropriate quantity and quality against purchase order~~; inspects shipments for damage; ~~notes shortages or reports damages and/or any other discrepancies, reporting same to the District Purchasing Department~~ appropriate department; ~~posts receipt on computer terminals~~; delivers to proper area of receiving.
3. Arranges for the return of defective materials and equipment; refuses receipt of incorrect items; investigates and uses best freight carriers for outgoing shipments; packs, labels, and weighs outgoing freight.
4. Notifies appropriate parties of shipment arrival; identifies, prioritizes, and arranges for and/or makes deliveries to appropriate offices; may assist in loading and unloading freight.
5. ~~Accepts and fills telephone/email requests~~ Receives and processes requests for items/orders to be picked up and sent/shipped off site or for quantities of bulk items; receives and warehouses large bulk deliveries including computer replacements and college class schedules.
6. ~~Accepts and completes requests from District/College offices of items/orders to be picked up and sent/shipped off site.~~
7. Receives, collects, warehouses, and inspects District surplus property; ~~oversees the disposition of surplus property as necessary~~; reports disposition of surplus property ~~in computer system~~.
8. ~~Manages the Hazardous Waste Program for SBCCD Maintains records of~~ May receive Safety Data Sheets (SDS) for chemicals received and relays to appropriate receiving departments as necessary; ~~Appropriately identifies and disposes of hazardous materials and recyclable items utilized in assigned area.~~
9. Operates ~~and maintains a variety of storekeeping~~ equipment including such as forklifts, electric carts, pallet jacks, and ~~other~~ District vehicles in the receiving, storing, and delivering of materials; performs basic preventative maintenance on warehouse equipment; tests equipment sent out for repair and reissues upon return.
10. Maintains cleanliness, security, and safety ~~within stores of assigned~~ area; plans for methods of storage for special items including chemical and biological supplies; plans stock rotation and space utilization.
11. Plans and arranges for handling equipment and personnel in receiving and/or delivery of large and heavy items.
12. Maintains adequate stock levels of supplies and warehouse inventory records.
13. ~~Prepares and coordinates with the District Purchasing Department lists of office supplies/equipment.~~
14. Prepares a variety of reports related to warehouse operations; ~~writes and updates operational procedures for the Warehouse operations~~; maintains a variety of files and records including purchase order files, shipping/receiving records, freight claims, parcel deliveries, and inventory records.
15. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a District warehouse receiving and delivery program.~~
~~Modern warehousing systems and procedures, including methods of proper and orderly storage, issuances and receipt of materials, stock inventory procedures and space use for maximum utilization.~~
~~Principles and practices of providing training, work direction, and guidance to student workers.~~
~~Principles and procedures of record keeping and filing.~~
~~Mathematical principles.~~
~~Office procedures, methods, and equipment including computers and applicable software applications.~~
~~Operational characteristics of warehousing equipment and tools.~~
~~Inventory procedures, including the appropriate forms for ordering purposes.~~
~~Hazardous waste management procedures.~~
~~College instructional material, instruments and other supplies.~~
~~Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.~~
~~Occupational hazards and standard safety practices.~~
~~Oral and written communications skills.~~

Ability to:

~~Perform a variety of duties supporting the operations of the District warehouse.~~
~~Receive, inspect, issue and/or pick up materials and equipment.~~
~~Operate a variety of storekeeping equipment including forklifts, pallet jacks, and hand trucks in a safe and effective manner.~~
~~Maintain accurate and current records of inventory, materials and supplies.~~
~~Operate office equipment including computers and applicable software applications.~~
~~Maintain adequate stock levels.~~
~~Maintain an updated inventory of all fixed assets.~~
~~Conduct a hazardous waste management program in conformance with appropriate county, state, and federal guidelines.~~
~~Maintain accurate and current records of warehouse transactions.~~
~~Respond to requests and inquiries from other personnel.~~
~~Work independently in the absence of supervision.~~
~~Provide work direction and guidance to assigned student workers.~~
~~Understand and follow oral and written directions.~~
~~Communicate clearly and concisely effectively, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions

- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer

- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the ~~twelfth-grade high school-supplemented by specialized training in warehouse operation and administration.~~

Experience:

~~Three~~ Two (2) years of experience in warehousing, inventory procedures, ~~hazardous waste management~~, and issuance of a wide variety of materials, office supplies and equipment.

License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, noxious odors, and gases; potentially hazardous chemicals; liquid and epoxy chemicals, solvents, and oils; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for

prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; **to frequently** push, pull, lift, and/or carry moderate to heavy amounts of weight **up to 50 pounds; to frequently push, pull, lift, and/or carry heavier amounts of weight with proper equipment and/or assistance**; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: September 1988

Johnson & Associates Revised: January 2007

STUDENT SERVICES

Admissions and Records Coordinator

ADMISSIONS AND RECORDS COORDINATOR

RANGE 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Coordinates and directs the daily activities of all admissions, registration, and records functions; participates in ensuring program compliance with pertinent federal, state, local, and District priorities, objectives, guidelines, and regulations; ~~performs related duties as required.~~

DISTINGUISHING CHARACTERISTICS

The Admissions and Records Coordinator is distinguished from the Admissions and Records Specialist in that they assume responsibility for lead duties such as planning and program review development. Incumbents within this classification may also assist with the work of lower level admissions and records support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, oversees, and participates in the student admissions and registration processes in accordance with regulations and policies.
2. ~~Assigns and monitors the work of assigned staff members; provides clear, concise, and consistent direction; maintains a positive and productive work environment; as assigned.~~
3. Assists in the design and operation of automated admissions, registration, and records systems; ~~recommends processes to be automated;~~ evaluates installed systems and makes recommendations.
4. Provides information and assists students throughout the admissions and registration processes; oversees the maintenance of the records systems; provides ~~information in regards related to social security, unemployment, and welfare benefits enrollment~~ verifications as needed.
5. Prepares and distributes correspondence, admissions and records forms, requests for information and other documents; ensures required information and verifications are organized and maintained according to established Admissions and Records policies and procedures.
6. Verifies student enrollments as required for state and/or district reports, scholarships, financial aid, and benefit of insurance programs in accordance with regulations and established policy; provides

transcript service to current and former students.

7. Ensures that the confidentiality of student records and information is maintained; ensures the security of permanent student and instructor class records.
8. ~~May assist in~~ **Certifies** certifying students for degrees, honors, certificates, and other awards or eligibility; ~~may assist in evaluates and/or supervises~~ the evaluation of general breadth and/or graduation requirements.
9. Compiles information and data for the preparation of a variety of reports and correspondence as requested by higher-level administrative staff; **participates in the development and administration of program goals, objectives, and procedures.**
10. Calculates tuition and other fees according to established guidelines; receives payments and posts to computer system; maintains related records.
11. ~~Maintains effective and cooperative working relationships with other districts, departments, staff, faculty and outside agencies;~~ Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of college admissions and records operations.
12. Maintains current knowledge of laws, policies and procedures related to admissions and records; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
13. Performs **other duties** related to the **primary job** duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles and practices of program development and administration.~~

~~Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.~~

~~Principles of lead supervision staff guidance and training.~~

~~Operations and procedures of a college admissions and records office.~~

~~Applicable sections of State Education Code and other rules and regulations relative to the area of assignment.~~

~~Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.~~

~~Principles and practices of record keeping and filing.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~Correct English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

~~Methods and techniques used in customer service and public relations.~~

Ability to:

~~Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.~~

~~Participate in the development and administration of program goals, objectives and procedures.~~

~~Understand the organization and operation of the District and the assigned program as necessary to~~

~~assume assigned responsibilities.~~
~~Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations regarding community college admissions, registration, and records.~~
~~Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.~~
~~Plan and direct mass registration of students.~~
~~Prepare clear and concise technical, administrative and financial reports.~~
~~Plan, schedule, and review the work and performance of subordinates in a manner conducive to proficient performance and high morale may be required for some positions.~~
~~Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.~~
~~Demonstrate an awareness and appreciation of the cultural diversity of the community.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it

- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**

- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work
An Associate's degree in business administration, office management, or a related field.

Experience:

Three Five (5) years of increasingly responsible work experience in an admissions, registration, or records area.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 9, 2000

Johnson & Associates Revised: January 2007

Admissions and Records Evaluator

ADMISSIONS & AND RECORDS EVALUATOR

RANGE: 42

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs tasks related to the evaluation of student academic records as they pertain to college degree and certificate requirements, course prerequisites, and college transfer requirements; ~~provides information, advice and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies; and performs a variety of duties relative to assigned area of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Evaluates all student academic records for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
2. Evaluates course equivalencies, course substitutions, and other course prerequisite criteria to complete course prerequisite validation; functions as primary individual responsible for completing all student prerequisite validations.
3. Monitors catalog regarding degree and certificate requirements, course additions and deletions, course numbers, titles, content and unit values; updates degree audit **and education planner systems** accordingly.
4. Assists in developing and implementing policies and procedures as they relate to the evaluation of student academic records.
5. ~~Performs quality control audits to~~ **Ensures** degree and certificate requirements and other appropriate standards are met.
6. Maintains degree audit transfer equivalencies; supports course equivalency database and ensures functionality of degree audit system.
7. ~~Functions as a liaison~~ **Consults** with the counseling staff and articulation officer regarding evaluation policy and procedure; reviews and maintains files of articulation agreements with California State University, University of California and California community college systems.
8. Participates in appropriate seminars and workshops offered by UC, CSU, and other California community colleges to maintain currency in **assigned area** ~~the area of articulation~~.

9. Composes correspondence and maintains files and records related to the operations of the evaluations office; posts graduation and certificate completions on transcripts; prints diplomas and certificates; ensures compliance with Federal and State laws and regulations, as well as District and Admissions and Records policies and procedures.
10. Provides information and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies.
11. Enters student information into computer system to create graduate records; maintains student information system with completed evaluations.
12. Assists students in the completion of various forms and documents providing information regarding admissions and registration procedures and courses offered; ~~may advise students of admission and graduation requirements.~~ compiles graduation data for a variety of reports as requested.
13. Performs ~~other duties~~ related ~~duties as required~~ to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Procedures and methods involved in the evaluation of student records.~~
~~Format and interpretation of course records and transcripts of institutions.~~
~~Applicable College program requirements, rules and regulations including general education, IGETC, vocational and associate degrees.~~
~~Various college and institution course equivalencies.~~
~~Maintenance of student records and transcripts.~~
~~Prerequisite determinations.~~
~~Principles and procedures of record keeping.~~
~~Applicable section of State Education Code and other applicable rules and regulations.~~
~~Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.~~
~~Interpersonal skills using tact, patience and courtesy.~~
~~Principles, practices, and procedures of business letter writing.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.~~
~~Interpret records against criteria thoroughly, consistently and accurately.~~
~~Understand and interpret regulations and requirements and apply them in the evaluation process.~~
~~Explain criteria and evaluations to others.~~
~~Analyze academic transcripts and make appropriate judgments regarding student records.~~
~~Maintain accurate and current academic resources that document and update criteria.~~
~~Assist in developing and implementing policies and procedures as they relate to the evaluation of student academic records.~~
~~Independently compose and prepare routine correspondence and memoranda.~~
~~Implement and maintain filing systems.~~

~~Respond to requests and inquiries from students, staff, or the public.~~
~~Maintain student information system with completed evaluations.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**

- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~the equivalent~~ sixty (60) semester units with major course work in business administration or a related field.

Experience:

Three (3) years of experience ~~in education working~~ in admissions and records processing, degree auditing/graduation clearances, academic advising, or curriculum management.

Equivalency Provision

In the absence of an Associate's degree or 60 semester units with major course work in business administration or a related field, equivalent to the completion of 30 semester units with major course work in business administration or a related field and five (5) years of experience in admissions and records processing, degree auditing/graduation clearances, academic advising, or curriculum management is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: 1/12/2006

Johnson & Associates Revised: January 2007

Admissions and Records Lead Evaluator

LEAD ADMISSIONS & AND RECORDS LEAD-EVALUATOR

RANGE: 47

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs complex lead work related to the evaluation of student academic records as they pertain to college degree and certificate requirements, course prerequisites, and college transfer requirements; provides information, advice and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies; and performs a variety of duties relative to assigned area of responsibility.~~

~~This is an advanced journey level position responsible for coordinating the work of Admissions and Records Evaluators.~~

DISTINGUISHING CHARACTERISTICS

The Lead Admissions & Records Evaluator is distinguished from the Admissions & Records Evaluator classification by the level of responsibility assumed and additional duties assigned, including the provision of lead support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as lead ~~worker~~ for Admissions and Records Evaluators; ~~participates in and oversees~~ evaluations functions; provides training, guidance, and assistance to other evaluators, counselors, and other constituent groups as it relates to degree audit education planning, transfer certification and academic program evaluation.
2. ~~Provides information and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies.~~
3. Assists in the ~~directing~~, planning, prioritizing, and organizing of the evaluations and degree audit functions.
4. Audits work performed by Admission & Record Evaluators in relation to transfer certification, evaluation, and program award accuracy; conducts quality control audits of diplomas to ensure accuracy and coordinate with other offices and/or vendors to ensure their timely mailing.

5. Serves as the lead operational resource in the resolution of difficult and problematic evaluations and degree audit syntax programming.
6. ~~Directs Oversees~~ the implementation and maintenance of the course equivalency database for use by evaluators and counselors.
7. Provides leadership in the research analysis, development, implementation, and evaluation of technological advancements related to degree audit and education planning systems.
8. Serves as ~~liaison to primary point of contact for~~ the Office of Instruction, academic department Chairs, district Computing Services, Counseling, and Articulation; assists in the implementation, maintenance, and troubleshooting of various systems and applications as they relate to degree audit and student education planning.
9. Analyzes approved curriculum for accuracy within college catalogs, degree audit, prerequisites, and academic programs; troubleshoots problems to find solutions; coordinates with appropriate departments to implement solutions.
10. Analyzes changes in state and federal legislation, regulations, college articulation agreements, policies and rules related to the California State University and Intersegment General Education Transfer curriculum; disseminates information related to new rules and procedures and conducts various workshops as needed to update appropriate college staff of those changes.
11. Analyzes and maintains articulation agreements with California State University (CSU), University of California (UC), and California Community Colleges (CCC); clarifies and interprets agreements for appropriate administrators, staff, and students; applies articulation agreements to the advisement and evaluation process of general education certification and degree and certificate completion.
12. Coordinates with the Articulation Officer on issues pertaining to C-ID, Assist, articulation, transfer preparation majors; disseminates changes to appropriate constituents.
13. Functions as the lead contact person for verification of Associate degree for Transfer (ADT); prepares necessary ADT reports for the CSU system; coordinates the evaluations of ADT students to finalize their CSU application process.
14. Compiles and verifies information; prepares, maintains and reviews a variety of records and reports; assures compliance with Federal State, and District laws, regulations and policies.
15. Coordinates activities with and provides training to other departments and staff ~~regarding student records evaluation processes~~; assists other staff in the functionality of degree audit and education planning.
16. ~~Coordinates activities of the Admissions and Records Office in the absence of the Admissions and Records Coordinator.~~
17. Attends and participates in professional development and other training programs and sessions; maintains familiarity with all aspects and procedures related to articulation, degree audit, education planning, student success and engagement, curriculum development, CSU and UC conferences, and any other relevant training programs to better enhance student success.
18. Composes correspondence and maintains files and records related to the operations of the evaluations office; posts graduation and certificate completions on transcripts; prints diplomas and certificates.
19. Enters student information into computer system to create graduate records; maintains student information system with completed evaluations.

20. Assist students in the completion of various forms and documents providing information regarding admissions and registration procedures and courses offered; may advise students of admission and graduation requirements.
21. Performs ~~other duties~~ related ~~duties as required to the primary job duties~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles and practices of curriculum development and the transfer articulation process.~~
~~Procedures and methods involved in the evaluation of student records.~~
~~Format and interpretation of course records and transcripts of institutions.~~
~~Applicable College program requirements, rules and regulations including general education, IGETC, vocational and associate degrees.~~
~~Various college and institution course equivalencies.~~
~~Maintenance of student records and transcripts.~~
~~Prerequisite determinations.~~
~~Principles and procedures of record keeping.~~
~~Applicable section of State Education Code and other applicable rules and regulations.~~
~~Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.~~
~~Interpersonal skills using tact, patience and courtesy.~~
~~Principles, practices, and procedures of business letter writing.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Lead and coordinate the functions of evaluations and degree audit education planning.~~
~~Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.~~
~~Interpret records against criteria thoroughly, consistently and accurately.~~
~~Understand and interpret regulations and requirements and apply them in the evaluation process.~~
~~Explain criteria and evaluations to others.~~
~~Analyze academic transcripts and make appropriate judgments regarding student records.~~
~~Maintain accurate and current academic resources that document and update criteria.~~
~~Assist in developing and implementing policies and procedures as they relate to the evaluation of student academic records.~~
~~Independently compose and prepare routine correspondence and memoranda.~~
~~Implement best practices in articulation, evaluations and degree audit programming and maintain filing systems.~~
~~Respond to requests and inquiries from students, staff, or the public.~~
~~Maintain student information system with completed evaluations.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Experience:

Five (5) years of experience in admissions and records evaluation or articulation, degree auditing/graduation clearances, academic advising, or curriculum management, ~~including one year of experience as an Admissions and Records Evaluator.~~

Equivalency Provision

In the absence of a Bachelor's degree, an Associate's degree or 60 semester units and seven (7) years of experience in admissions and records evaluation or articulation, degree auditing/graduation clearances, academic advising, or curriculum management is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: April 9, 2015

Admissions and Records Specialist

ADMISSIONS AND RECORDS SPECIALIST

RANGE: 38

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs duties of a specialized nature within Admissions and Records; performs the full scope of tasks involved in the conduct of student admission and registration activities,

and in the preparation and maintenance of student records; ~~provides a variety of information and assistance to students, the public and staff concerning admissions, registration and student records policies and procedures; performs related duties as required.~~

~~This classification performs the full range of admissions and records functions requiring comprehensive knowledge of District admissions regulations. The Admissions and Records Specialist is distinguished from the Admissions and Records Technician in that the latter performs routine technical duties supporting Admissions and Records functions, but does not it requires in-depth knowledge of a specialized area. Incumbents within this classification may also lead or oversee the work of lower level admissions and records support staff.~~

DISTINGUISHING CHARACTERISTICS

The Admissions and Records Specialist is distinguished from the Admissions and Records Technician in that the Admissions and Records Specialist assumes the responsibility for the more complex duties such as Student-Athlete certification and registration. Incumbents within this classification may also assist with the work of lower level admissions and records support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists students in the completion of various forms and documents providing information regarding admissions and registration procedures, and courses offered; may advise students of admission and graduation requirements; may provide information ~~and assistance~~ in regard to social security, unemployment, and welfare benefits.
2. Provides general and specific information regarding a wide variety of admissions and records policies and procedures to students, staff, faculty and the public in writing, over the telephone or at the counter; distributes forms, petitions, transcript requests and other forms as required.
3. Coordinates and/or participates in ~~the conduct of all~~ student admission and registration activities; ~~screens students for testing and~~ determines residency status according to established guidelines; ~~schedules students for assessment tests~~; assembles material and equipment utilized at the registration station.
4. Calculates tuition and other fees according to established guidelines; receives payments ~~and operates a cash register~~; reconciles cash and maintains related records.
5. Types lists, cards, addresses, labels, and standard forms; prepares or types correspondence or reports ~~using typewriter or computer terminal~~; proofreads and/or corrects material for completeness and accuracy.
6. Receives, examines, and processes transcript requests from students, outside colleges and other agencies; provides updated change in status on transcripts as appropriate; calculates fees and receives monies for payment of transcripts.
7. Processes student and instructor-initiated requests for grade changes, audits, credit/no credit requests, incompletes, and prerequisite clearances.

8. Initiates and maintains student records; collects and verifies student statistical data for the preparation of state reports and statistical reports.
9. Assists in the design and operation of automated admissions, records and registration systems.
10. Assists in organizing attendance accounting records including opening day rosters, census rosters, final grade rosters and academic probation and dismissal lists; distributes information and instructions for their completion and return; assures proper filing and maintenance of attendance records and reports.
11. Researches and locates previous student archives; provides accurate records of transcripts with applicable certifications and related documentation.
12. Assists ~~student-athletes with and processes applications for VA educational benefits~~ in the completion of related forms; ensures adherence with applicable deadlines; ~~instructs students in correct procedures to complete necessary forms; informs students of supporting documentation needed to complete the application process; explains first semester responsibilities to students regarding transcripts, course registration and assessment testing.~~
13. ~~Checks accreditation of other institutions from which credits were earned and determines level, content, unit value and grading system including college credit completed at military schools~~ Reviews student files for previous athletic participation, transfer information, and student-athlete information; verifies student-athlete eligibility for California residency for enrollment purposes as needed based on information provided on student-athlete forms.
14. ~~Maintains current knowledge of complex rules, regulations and procedures related to VA benefits student athletes; provides information to students, faculty, staff and the public regarding Veteran's office functions.~~
15. Prepares, maintains and verifies a variety of files and records related to ~~student-athlete eligibility; various VA services;~~ prepares and submits a variety of required documentation to internal and external auditors for verification of compliance with all athletic eligibility rules and regulations ~~weekly and monthly reports; prepares and maintains reports, files, records and correspondence related to G.I. Bill.~~
16. ~~Plans and implements outreach and public speaking duties to promote college enrollment of veterans; represents the college and provides information and brochures concerning educational benefits.~~
17. ~~Operates a variety of office equipment, including photocopiers and microfilm readers; develops a variety of correspondence, lists and reports for students, other District offices and outside organizations regarding Admissions and Records matters.~~
18. Maintains current knowledge of laws, policies and procedures related to assigned area; develops procedures and implement changes as needed.
19. ~~May plan, organize, and provide lead supervision to others involved in admission, registration, and related activity.~~ May attend events on or off campus as assigned to assist students with application and registration activities.
20. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations and procedures of a college admissions and records office.~~

~~Applicable sections of State Education Code and other rules and regulations relative to the area of assignment.~~

~~Technical aspects of field of specialty such as residency, veterans services, transcripts or continuing education.~~

~~Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.~~

~~Principles and practices of record keeping and filing.~~

~~Interpersonal skills using tact, patience and courtesy.~~

~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Perform a variety of duties involved with student registration and records.~~

~~Develop, prepare, audit and maintain accurate and complete records, reports and files.~~

~~Perform specialized clerical and technical duties related to admissions and records services.~~

~~Interpret, apply and explain applicable rules, regulations, policies and procedures within the area of assignment.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet and database applications.~~

~~Review documents for accuracy, completeness and compliance with required procedures and regulations.~~

~~Schedule and prioritize work while working with frequent interruptions.~~

~~Coordinate the work of others involved in related activity.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Use correct English grammar, punctuation, and spelling.~~

~~Understand and follow verbal and written instructions.~~

~~Receive the public in person and over the phone.~~

~~Perform necessary arithmetic computations.~~

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer

- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school.

Experience:

Three (3) years of experience in Admissions and Records performing duties comparable to an Admissions and Records Technician with San Bernardino Community College District and that demonstrates a basic knowledge and understanding of the assigned area.

Licenses and Certificates:

Ability to pass the appropriate annual California Community College Athletic Association (CCCCAA) Compliance exam.

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: 8-29-85

Johnson & Associates Revised: January 2007

Admissions and Records Technician

ADMISSIONS AND RECORDS TECHNICIAN

RANGE: ~~32~~ 33

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, performs various clerical tasks supporting the conduct of student admission and registration activities including transcripts, records, and residency; performs related duties as required.~~

~~This classification~~ Performs a wide range of clerical and ~~technical~~ support duties for various Admissions and Records functions. ~~Incumbents in this classification support student registration, processing of transcripts, records maintenance and residency, and provide information and assistance to students regarding various aspects of the Admissions and Records process. The Admissions and Records Technician is distinguished from the Admissions and Records Specialist in that the latter performs specialized duties that require comprehensive knowledge of District admissions regulations.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with higher-level staff and/or supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs various clerical tasks supporting the conduct of student admission and registration activities including transcripts, records, and residency.
2. Assists students in the completion of various forms and documents providing information regarding admissions and registration procedures, and courses offered; may ~~advise~~ ~~inform~~ students of admission and graduation requirements ~~needed information and assistance in regard to social security, unemployment, and welfare benefits.~~
3. Ensures records are maintained in accordance to District retention policies; collects and prepares all incoming documents, transcripts, petitions and other admissions forms for scanning and indexing; maintains chronological and alphabetical records and makes available for all departments.
4. Processes instructor records and student requests such as printing rosters, grade changes, etc. according to established Admissions and Records procedures.
5. ~~Distributes forms and~~ Provides general information ~~and forms~~ regarding a wide variety of admissions and registration policies and procedures to students, staff, faculty and the public in writing, over the telephone or at the counter.
6. ~~Participates~~ Assists in ~~the conduct of~~ student registration activities, including minor technical registration issues; ~~schedules students for assessment testing~~; assembles material and equipment utilized at the registration station.
7. Calculates tuition and other fees according to established guidelines; receives payments ~~and operates a cash register~~; maintains related records.
8. Types lists, cards, addresses, labels, and standard forms; may assist in preparing ~~prepare~~ or ~~type~~ typing correspondence, ~~posters~~, or reports regarding Admissions and Records matters—~~using typewriter or computer terminal~~; proofreads and/or corrects material for completeness and accuracy.
9. Initiates and maintains student records; collects and verifies student statistical data for the preparation of state reports and statistical reports; ~~conducts student-athlete eligibility checks.~~
10. ~~Operates a variety of office equipment, including photocopiers and microfilm readers phones, copiers, scanners, computers, assigned software; develops a variety of correspondence, lists and reports for students, other District offices, and outside organizations regarding Admissions and Records matters.~~
11. May attend events on or off campus as assigned to assist students with application and registration activities.
12. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Basic operations and procedures of a college admissions and records office.~~
~~Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.~~
~~Principles and practices of record keeping and filing.~~
~~Mathematical calculations.~~
~~Interpersonal skills using tact, patience and courtesy.~~
~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~
~~Oral and written communication skills.~~

Ability to:

~~Learn to apply and interpret rules, regulations and policies regarding community college admissions and records office.~~
~~Learn applicable sections of State Education Code and other rules and regulations relative to the area of assignment.~~
~~Perform specialized clerical duties related to admissions and records services.~~
~~Develop, prepare, audit and maintain accurate and complete records, reports and files.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet and database applications.~~
~~Review documents for accuracy, completeness and compliance with required procedures and regulations.~~
~~Prioritize work while working with frequent interruptions.~~
~~Understand and follow oral and written directions.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Use correct English grammar, punctuation, and spelling.~~
~~Understand and follow verbal and written instructions.~~
~~Receive the public in person and over the phone.~~
~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer

- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the ~~twelfth-grade~~ high school.

Experience:

Two (2) years of clerical experience involving frequent public contact and the application of detailed rules and procedures.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved 8-29-85

Johnson & Associates Revised: January 2007

Alternative Media and Assistive Technology Specialist

ALTERNATIVE MEDIA AND ASSISTIVE TECHNOLOGY SPECIALIST

RANGE 48

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction of the appropriate Administrator,~~ Provides a variety of technical support for the campus assistive technology program to meet the needs of access technology for students with disabilities; ~~trains students in the use of assistive technology and alternate media; promotes universal design and facilitates the production of alternate media enabling students, staff and the community with disability access to all instructional services provided by the District.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates timely delivery of and access to instructional materials for students with disabilities, ~~which includes, but is not limited to~~ such as evaluating end users' functional limitations and recommending applicable assistive hardware and software.

2. Develops the campus assistive technology program; stays current with assistive technology guidelines, policies, regulations; ~~informs staff of and implements mandated/legislative changes ensures assigned activities comply with requirements of applicable laws and regulations.~~
3. Creates, converts, and manages course materials in appropriate alternative print formats ~~including, but not limited to: such as~~ Braille, large print, e-text, ~~transcriptions,~~ plain text, ~~and audio formats-books, and other alternate media transcriptions.~~
4. Manages and creates access to disabled students of alternate media database and assistive technology accounts to provide additional technology resources to support and maximize learning processes.
5. Provides resources to meet instructional needs for student with disabilities as it relates to accessibility; researches available options and makes recommendations; evaluates and trains students in the use of ~~appropriate~~ assistive ~~technology technologies.~~
6. Works collaboratively with Information Technology staff to install, configure, and maintain assistive technology hardware, software, and computer peripherals in computer laboratories District-wide; troubleshoots and resolves hardware and software issues; meets with vendors' representatives to clarify and resolve issues relative to assistive technology hardware and software.
7. Serves as primary contact ~~person which oversees for~~ campus computer labs regarding situations that relate to assistive technology and alternative media production; responds to questions and resolves issues as necessary; recommends new physical configuration for instructional labs as necessary.
- ~~8. Trains and provides work direction to short-term or student workers as assigned.~~
9. Meets and consults with appropriate staff and/or end users regarding upgrades or purchasing of new computer systems and peripherals and/or modifications to network infrastructures to enhance service; researches, evaluates, recommends, and procures the purchase of assistive technology equipment including computer systems, associated peripherals, software and hardware, and related assistive technology equipment and supplies.
10. Performs a variety of administrative support duties in relation to the assistive technology program; creates assistive technology guidelines and instructional materials for staff information and training; conducts assistive technology workshops; prepares and updates an assistive technology handbook for students, staff, and faculty.
11. Responds to a variety of inquiries related to assistive technology and alternate media production from students, staff, faculty, and the public; resolves complaints in an efficient and timely manner.
12. Utilizes specialized equipment hardware and software such as Braille Embossers, Picture (PIAF) graphic maker machines, and other access technology systems to obtain current technical information related to assigned duties.
13. Maintains current inventory system for personal computer, network, and related peripheral equipment, as needed for Assistive Technology support; maintains a record of equipment repairs and parts utilized.
14. Performs other duties ~~as required,~~ related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Disabled Students Programs and Services policies and procedures.~~
- ~~Applications of adaptive or assistive computer technology for students with disabilities.~~
- ~~Principles and applications of assistive software design, implementation, installation, configuration and troubleshooting.~~
- ~~Principles, theories, methods and techniques associated with computers, computer networks, and computer peripheral equipment.~~
- ~~Computer hardware concepts and technologies.~~
- ~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
- ~~Personal computer preventive maintenance requirements and procedures. English usage, spelling, grammar, and punctuation.~~
- ~~Pertinent federal, state, and local codes, laws, and regulations.~~

Ability to:

- ~~Perform complex technical work to install, configure and test hardware and assistive technology software.~~
- ~~Train students on the use of Assistive Technology.~~
- ~~Design, install, and configure instructional computer laboratory networks.~~
- ~~Develop and implement lab procedures in compliance with assistive technology guidelines. Maintain confidentiality of confidential and/or sensitive information.~~
- ~~Analyze data and situations to identify alternative solutions to problems.~~
- ~~Work independently and collaboratively.~~
- ~~Work under pressure and meet deadlines and timetables. Understand and follow oral and written instructions.~~
- ~~Plan, organize, and conduct meetings, workshops, and training sessions. Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer

- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- A Bachelor's degree from an accredited college or university with major coursework in computer science, education or a related field.

Experience:

- Three years of related technology experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Coordinator of Outreach and Relations with Schools

COORDINATOR OF OUTREACH AND RELATIONS WITH SCHOOLS

Range: 46

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision of the assigned administrator, this position~~ Coordinates an array of community outreach activities and functions related to recruiting and enrolling new and continuing students into the college; promotes the college's educational programs, vocational (CTE) careers, and related services to new and prospective students. ~~Collaborates and partners with feeder high schools and community agencies; meets with prospective students and determines their eligibility for placement into the programs; plans, organizes, and coordinates on and off campus community outreach events to attract and inform prospective students about the college's educational programs.~~

SUPERVISION EXERCISED AND RECEIVED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Coordinates ~~and provides leadership to~~ the college's outreach functions which may include, but not be limited to, **student** recruitment, the development of relationships with K-12 districts, and the development of relationships with community entities from which potential students are recruited.
2. Serves as an initial point of contact for members of the local community and local school districts desiring information about the college's **resources generated from student recruitment and outreach efforts**.

3. Collaborates with other departments to provide information for ~~Assist in the development of~~ necessary programs and services designed to assure students' access, ease of entry and successful transition into college.
4. Assists in the development and use of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.
5. Participates in the development and delivery of student orientation programs for new and/or returning students.
6. Coordinates the ~~Assist with~~ development of events such as New Student Welcome Day, Senior Day, and student recruitment days.
7. ~~Serve as the central clearinghouse for other college departments that participate in the college's recruiting and outreach efforts.~~
8. ~~Assist in the development of~~ Develops materials for outreach and recruitment.
9. Coordinates ~~Schedule~~ and participates in presentations to feeder schools and community entities, and conduct tours and presentations on campus ~~as well as train others to do so.~~
10. Prepare and monitor the department's annual budget, and prepare the department's annual program plan.
11. Represent the college at off-campus functions, meetings, and events related to area of assignment.
12. ~~Participate in meetings of college personnel and representatives from feeder school districts.~~
13. Prepares and provides ~~clearly written~~ reports, program plans, and event plans, ~~when requested or appropriate.~~
14. Prepares ~~Develop, implement,~~ and assesses Service Area Outcomes, Program Review and other related outcomes for outreach services.
15. ~~Supervises and trains student workers.~~
16. Performs other duties related to the primary job duties ~~as assigned.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Functions, operations and activities associated with the outreach, recruitment, relations with schools, and student services environment.~~

~~Basic college curricula and requirements.~~

~~Outreach methods and strategies.~~

~~District organization, operations, policies and objectives.~~

~~Development, implementation and monitoring of budget; resource development.~~

~~Oral and written communication skills.~~

~~Effective collaboration, communication and consensus building techniques.~~

~~Principles and practices of management and supervision.~~

~~Interpersonal skills using tact, patience and courtesy.~~

~~Operation of a computer and assigned software.~~

~~Record-keeping techniques.~~

Ability to:

~~Present a positive image of the College.~~

~~Communicate with a wide range of community members and prospective students.~~

~~Maintain an effective working relationship with counselors and staff assigned to feeder high schools.~~

~~Maintain an effective working relationship with other college departments that participate in the college's recruiting and outreach efforts.~~

~~Stay abreast of general education/breadth requirements, degrees, certificates and majors offered by the college, and articulation agreements; answer inquiries from prospective students regarding these topics.~~

~~Demonstrate skill using technology and computer software appropriate to departmental functions, and provide leadership to department staff in the use of technology to assure the effectiveness and efficiency of departmental operations.~~

~~Plan and work effectively and cooperatively with peers, faculty, administrators, staff, student and community members from multi-cultural, diverse backgrounds.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Meet schedules and time lines; plan and organize work effectively.~~

~~Organize multiple projects and carry out required project details.~~

~~Evaluate department programs and functions and make recommendations for continuous quality improvement.~~

~~Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.~~

~~Communicate well in writing and orally, develop written reports and deliver oral presentations.~~

~~Lift 20 pounds.~~

~~Work a flexible schedule including nights and weekends.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Education/Training:

An Associate's degree or sixty (60) semester units from an accredited college or university.

Required Experience:

Three (3) years of increasingly responsible experience in student services or a related field.

Equivalency Provision:

In the absence of an Associate's degree from an accredited college or university, equivalent to the completion of high school and five (5) years of increasingly responsible experience in student services or a related field is qualifying.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting **with frequent travel to other locations.**

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to moderate amounts of weight **up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance.** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: April 9, 2015

Coordinator, Student Success Services and Programs (SSSP)

COORDINATOR, STUDENT SUCCESS SERVICES AND PROGRAMS (SSSP)

Range: 46

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision of an assigned administrator, this position~~ Coordinates a variety of student success services, initiatives and programs to fully implement core matriculation services on campus. ~~Responsible for coordinating an array of student success services that provide a pathway to degree/certificate completion and retention which includes, but not limited to, coordinating new student orientation, assessment on and off campus, recruitment/outreach, academic and career advising, assisting students in declaring a major or certificate program early, coordinates retention of current and prospective students, and follows up with students who are on probation.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Coordinates ~~the implementation of SB1456 and Student Success Services and Programs (SSSP) on and off campus.~~ an array of student success services that provide a pathway to degree/certificate completion and retention which includes, but not limited to, coordinating new student orientation, assessment, outreach, coordinates retention of current and prospective students, and follows up with

students who are on probation.

2. Coordinates student success services to prospective, new and continuing students in specialty fields, such as assessment, career and/or educational planning, registration, financial aid and scholarships, Extended Opportunities and Services (EOP&S), foster youth services, veterans, and/or other areas within student services.
3. Assists students in determining program eligibility and obtaining information required to develop student educational, financial and career plans.
4. Processes applications and forms according to established procedures; request transcripts, records and other information needed to determine status of applications and forms. Adhere to the requirements of FERPA as it applies to student records.
5. Analyzes student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.
6. Coordinates ~~SARS, DataTel~~ student and MIS data collection to assist students with scheduling participation in student success programs.
7. ~~Administers, scores~~ Facilitates and interprets assessment tests and assessment instruments; analyze alternative courses of action and assists students in developing appropriate plans.
8. Communicates with academic/career counselors, student service personnel, business leaders, social service agencies, community resources, educational institutions and others to coordinate outreach/~~recruitment~~ activities, workshops, and/or exchange information and refer students for further assistance.
9. Maintains current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.
10. Prepares and maintain records, reports, lists and files related to assigned function.
11. Develops forms, spreadsheets, databases, handbooks, manuals and other written materials to support student access and support services ~~facilitate student coordination.~~
12. Collaborates with classified staff and student workers in ~~the Assessment Center and Welcome Center~~ other departments to provide referrals or assistance to students or prospective students with various processes and activities.
13. ~~Train and provide work direction to student assistants; recruit and select hourly employees as needed.~~ Coordinates and/or attends activities and events on or off campus as a representative of the college in relation to its student success initiatives.
14. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~SB 1456 and SSSP policies and procedures.~~

~~State and federal student financial aid processes and procedures including federal and state laws and regulations, including Title 5 and applicable sections of the California Education Code.~~

~~Procedures for processing computer applications in financial aid.~~

~~Human relations skills, methods, and techniques to conduct interviews, convey technical information, resolve conflicts, and facilitate problem resolution.~~

~~Student support services and special services for students.~~

~~District organization, operations, policies and objectives.~~

~~Mathematical principles and practices.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles of business letter writing and basic report preparation.~~

~~Interpersonal skills using tact, patience and courtesy.~~

~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~

Ability to:

~~Assess student needs and interests and develop viable plans and alternatives.~~

~~Interview students to determine program eligibility and obtain relevant data.~~

~~Plan, develop and conduct information workshops.~~

~~Interpret state and federal guidelines pertaining to financial aid programs.~~

~~Determine eligibility of students for financial assistance through analysis and interpretation of data and guidelines.~~

~~Work with people who have economic, cultural or language barriers.~~

~~Properly handle difficult, sensitive, and confidential situations and materials.~~

~~Plan, organize and prioritize work in order to meet schedules and timelines.~~

~~Maintain current, accurate and confidential records and files including financial records.~~

~~Independently prepare reports, correspondence and memoranda.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technology and learn functionality of new equipment and systems.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Train and provide work direction to others.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Work confidentially with discretion.~~

~~Work independently with little direction.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Work varied schedules, to include nights and weekends.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals

- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university.

Required Experience:

Three (3) years of increasingly responsible experience in student services or related field.

Equivalency Provision:

In the absence of a Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university, an Associate's degree in Business, Management, Social Sciences or Human Services from an accredited college or university and five (5) years of increasingly responsible experience in student services or related field is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting **with some travel as needed.**
Evening hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **frequently** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: April 9, 2015

EOP&S Coordinator**EOP&S COORDINATOR**

RANGE: 45

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision of the assigned administrator,~~ Coordinates various program functions and processes within primary responsibility in a specialized area, according to established policies, procedures, federal and state guidelines; ~~serves as an advocate for students in the program; and coordinates activities within the Extended Opportunity Programs & Services (EOP&S) department.~~

~~This position is characterized by the performance of a variety of duties requiring considerable experience in the application and interpretation of regulations and policies governing the EOP&S program and office operations. Exercises independent judgment with minimal direct supervision.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Oversees Extended Opportunity Programs & Services (EOP&S) operations; serves as an advocate for students in the program and coordinates activities within the EOP&S department ~~provides work direction and training to student personnel~~; coordinates schedules and timelines; recommends changes to improve operational efficiency.
2. Coordinates EOP&S program through determination of eligibility and selection of recipients; coordinates and records accurate transmittals and disbursements of book grants, gas cards, parking permits, and collects data for students receiving services.
3. Coordinates administration of the EOP&S program in accordance with State regulations.
4. Organizes, prepares, and maintains a variety of records, statistics, and reports related to the EOP&S program.
5. Coordinates, plans, develops and conducts internal and external presentations, orientations, and workshops on and off campus providing education of program and resource requirements.
6. Prepares and maintains records related to the administration of the EOP&S program in accordance with department and State requirements.
7. Assists with compliance and proper application of District, state, federal regulations, laws, legal mandates, policies, rules, and guidelines to a variety of operational procedures and other EOP&S department programs.
8. Audits student personnel time logs and timesheets for accuracy; monitors labor expenditures.
9. ~~Attends conferences~~; Serves as the college representative at local and regional meetings.
10. ~~Works cooperatively and collaboratively~~ Collaborates with other related auxiliary programs and services to facilitate program needs.
11. Facilitates program celebrations and activities; assists with advertisement and promotion of EOP&S program through outreach and literature.
12. ~~Maintain current knowledge of~~ Stays current with a variety of complex regulations, requirements and policies related to assigned specialty area.
13. Performs other duties related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Community college educational programs and courses of study, matriculation procedures and student services programs.

Principles and practices of providing training, work direction, and guidance to student workers and volunteers.

Work organization and office management principles and practices.

District organization, operations, policies, objectives, instructional process, and college environment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.

Principles of business letter writing and basic report preparation.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Remain current on all pertinent regulations and reporting requirements.

Determine eligibility of students for the EOP&S program through analysis and interpretation of data and guidelines.

Coordinate the activities of an effective department outreach program.

Interpret and explain District policies and procedures.

Respond to requests and inquiries from the public.

Deliver presentations before student and community groups.

Plan, organize and execute program activities.

Maintain accurate statistical records, analyze data and draw conclusions and prepare clear and concise reports under tight time constraints.

Work effectively with on and off campus entities.

Establish and maintain a cooperative working relationships with those contacted in the performance of duties.

Work with people who have economic, cultural or language barriers.

Properly handle difficult, sensitive, and confidential student files and materials.

Plan, organize and prioritize work in order to meet schedules and timelines.

Maintain current, accurate and confidential records and office files including financial records.

Independently prepare reports, correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Interact successfully and cooperatively with students and families of diverse ethnic and economic backgrounds.

Adapt to changing technology and learn functionality of new equipment and systems.

Type or enter data at a speed necessary for successful job performance.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree in Business, Management, Social Sciences and Human Services or a related field from an accredited college or university.

Experience:

Four (4) years of increasingly responsible experience in a higher education student services area involving frequent student contact.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: March 8, 2018

Financial Aid Coordinator**FINANCIAL AID COORDINATOR**

RANGE: 45

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision of the Director of Financial Aid or assigned administrator,~~ Coordinates various financial aid **programs and** processes within primary responsibility in a specialized area according to established policies, procedures, federal and state guidelines; assists students in applying for financial aid; and coordinates operations and activities within the Financial Aid Office.

DISTINGUISHING CHARACTERISTICS

This class is ~~characterized~~ distinguished from the Financial Aid Specialist position by the performance of a variety of duties requiring considerable experience in the application and interpretation of regulations

and policies governing financial aid programs and office operations such as outreach, scholarships, and federal work study. ~~Exercises independent judgment with minimal direct supervision.~~

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Administers and reconciles financial aid and scholarship programs ~~at assigned college;~~ **coordinates and participates in Financial Aid Outreach Program;** collects student data and provides information about financial aid programs and program eligibility to students; assists students in filling out scholarship and ~~FAFSA financial aid forms and~~ applications.
2. Oversees the student award process; ~~receives and processes completed eligible financial aid files; verifies information, records, and documents;~~ computes aid eligibility using established criteria delineated by state and federal guidelines and District policies; awards and/or adjusts state, federal and scholarship awards; ~~enters information and amount of award into assigned programs; generates missing information letters/emails to students.~~
3. Coordinates ~~the application process and~~ administration of a variety of grants and financial aid in accordance with established procedures and State regulations. ~~Cal Grant B and C programs according to established procedures and State policies.~~
4. ~~Coordinates administration of the Chafee Grant program in accordance with State regulations.~~
5. Coordinates scholarship program through determination of eligibility and selection of recipients; communicates with awardees, ~~and~~ donors, ~~and other constituents to coordinate campus, state, and federal scholarship programs;~~ receives and processes funds from donors and arranges for payment to scholarship recipients.
6. Prepares and maintains records related to the administration of financial aid and scholarship programs according to department procedure; ~~completes all scholarship program certification reports for student funding requests;~~ assists in compiling data for various financial aid reports as needed. ~~the annual funding application, Fiscal Operations Report, Basic Grant Report, and the Cal grant B and C year-end report.~~
7. Coordinates the federal work study program on and off campus; coordinates the allocation of positions to campus departments; processes job orders and payroll documents; oversees the placement of students in available positions; monitors departmental usage of positions.
8. ~~Oversees Financial Aid Office operations; provides work direction to part time and student personnel; coordinates schedules and time lines; recommends changes to improve operational efficiency; may supervise the office operations in the absence of the supervisor.~~
9. Coordinates assignment of dates, facilities, presentations, orders, and secures special services and equipment for classes and presentations, including audio-visual equipment and materials from local high schools and related organizations; prepares materials including, applications, handouts, presentation materials and financial aid consumer information.
10. Serves as a financial aid liaison ~~for the college with the off-campus centers for a variety of student~~

groups; ~~providing~~ provides financial aid outreach to low-income or disadvantaged communities; recruits students to apply for financial aid; disseminates financial aid program information to high schools, local agencies, and the public; conducts presentations regarding scholarships, financial aid program services and opportunities to increase financial aid awareness.

11. ~~Assists financial aid applicants in completing various forms and applications;~~ Provides information on admissions, scholarships, financial aid and registration policies and procedures; ~~counsels~~ provides guidance to students on all aspects of student financial aid including, but not limited to, such as satisfactory academic progress, eligibility, appeals, scholarships, rules and regulations; monitors financial aid applicant results.
12. ~~Works cooperatively and collaboratively with auxiliary programs and other related services.~~
13. ~~Coordinates the scholarship application and selection process for on and off campus scholarships; reviews submitted scholarship applications, selects members of the scholarship committee, and awards scholarships to prospective and continuing students; maintains financial aid and scholarship documentation, student records, website, social media, and any other mode of communication for tracking student financial aid and/or scholarship records.~~
14. ~~Completes all scholarship program certification reports for student funding requests.~~
15. ~~Coordinates administration of Dream Act application processes in accordance with State regulations.~~
16. Coordinates, plans, develops and conducts internal and external presentations or workshops on and off campus to provide any, prospective and continuing students with specialized assistance and information on financial aid and scholarships, to inform student of program requirements and appropriate deadlines; incorporates educational trends and community needs into workshops and presentations.
17. ~~Keeps abreast of~~ Stays current with federal and state regulations and guidelines pertaining to financial aid and scholarships.
18. ~~Meets with and communicates with scholarship donors, the San Bernardino Valley Community college Foundation, academic/career counselors, high school counselors, student service personnel, business leaders, social service agencies, community resources, educational institutions and other to coordinate campus, state and federal scholarship programs.~~
19. Coordinates accurate transmittal and disbursement of various funds for Title IV programs within the Financial Aid Office.
20. ~~Maximizes the use of information technology to ensure rules are set up and function throughout each award year.~~
21. ~~Imports all classifications of Institutional Student Information Report's (ISIR's) into Datatel system.~~
22. ~~Ensures communication management is properly working and generating missing information letters/emails correctly.; maintains website, social media, and other modes of communication for tracking student financial aid and/or scholarship records.~~
23. Assists in the import of financial aid applications as needed; processes financial aid applications (packaging) and scholarship forms according to established procedures; verifies student's academic progress in accordance with office policy's and federal regulations; requests transcripts, records and other data needed to determine status of financial aid applications, and adheres to the requirements of FERPA as it applies to student records.

24. ~~Maintains current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.~~
25. Develops, **updates**, and maintains forms, spreadsheets, databases, handbooks, manuals and other written materials to facilitate student **award** coordination.
26. ~~Coordinates the scheduling of fund disbursements and the distribution of loan checks.~~
27. Assists in the development of student budgets, and in developing Financial Aid department policy.
28. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~State and federal student financial aid processes and procedures including federal and state laws and regulations regarding the various duties of the Financial Aid Office.~~

~~SB 1456 and SSSP policies and procedures.~~

~~State and federal student financial aid processes and procedures including federal and state laws and regulations, including Title 5 and applicable sections of the California Education Code.~~

~~Procedures for processing computer applications in financial aid.~~

~~Disbursement procedures and reconciliation process for federal and state aid.~~

~~Human relations skills, methods, and techniques to conduct interviews, convey technical information, resolve conflicts, and facilitate problem resolution.~~

~~Student support services and special services for students.~~

~~Mathematical principles and practices.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles of business letter writing and basic report preparation.~~

~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~

Ability to:

~~Interpret state and federal guidelines pertaining to financial aid programs.~~

~~Determine eligibility of students for financial assistance through analysis and interpretation of data and guidelines.~~

~~Work with people who have economic, cultural or language barriers.~~

~~Properly handle difficult, sensitive, and confidential situations and materials.~~

~~Plan, organize and prioritize work in order to meet schedules and timelines.~~

~~Maintain current, accurate and confidential records and files including financial records.~~

~~Independently prepare reports, correspondence and memoranda.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Coordinate the Financial Aid Outreach Program including materials development, facility assignment, and presenter selection.~~

~~Develop a variety of financial aid marketing and promotional material.~~

~~Interact successfully and cooperatively with students and families of diverse ethnic and economic~~

~~backgrounds.~~

~~Make oral presentations to a wide variety of audiences.~~

~~Create effective community financial aid outreach and educational tools.~~

~~Adapt to changing technology and learn functionality of new equipment and systems.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Work confidentially with discretion.~~

~~Train and provide work direction to others.~~

~~Work varied schedules, to include nights and weekends.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree in Business, Accounting, Management, Social Sciences, and Human Services, or a related field from an accredited college or university.

Experience:

Three (3) Four (4) years of increasingly responsible experience within the in the administration of a Financial Aid program field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Revised: April 1, 1996

Johnson & Associates Revised: January 2007

Revised: April 9, 2015

Financial Aid Outreach Coordinator

Abolished and incumbent reclassified to Financial Aid Coordinator. The Financial Aid Coordinator classification was updated to capture the two unique duties

~~FINANCIAL AID OUTREACH COORDINATOR~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under direct supervision, oversees and coordinates the Financial Aid Outreach Initiative, including financial aid opportunities and outreach services in the community; serves as the financial aid representative to community service agencies; assists in monitoring all financial aid outreach activities; and performs a variety of tasks relative to assigned areas of responsibility.~~

~~This class is characterized by the performance of a variety of duties requiring considerable experience in the application and interpretation of regulations and policies governing financial aid programs and office operations.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Coordinates the Financial Aid Outreach Program; schedules seminars and workshops; assigns dates, facilities and presenters; prepares materials for workshops including applications, handouts, and presentation materials; participates in the development of financial aid consumer information.~~
- ~~2. Coordinates, orders, and secures special services and equipment for classes and presenters, including audio-visual equipment and materials from local high schools and related organizations.~~
- ~~3. Conducts financial aid presentations and workshops as required using knowledge of financial aid, student loan policies and institutional policies to inform students and parents of program requirements and appropriate deadlines.~~
- ~~4. Serves as a financial aid liaison for the college with the off-campus centers providing financial aid outreach to low-income or disadvantaged communities; recruits students to apply for financial aid; disseminates financial aid program information to high schools, local agencies, and the public; conducts presentations regarding financial aid program services and opportunities.~~
- ~~5. Develops and executes plans aimed at increasing financial aid awareness to result in an increase in low-income, disadvantaged student participation in post-secondary education.~~
- ~~6. Assists financial aid applicants in completing various forms and applications; provides information on admissions, financial aid and registration policies and procedures; counsels students on all aspects of student financial aid including, but not limited to, satisfactory academic progress, eligibility, appeals, rules and regulations; monitors financial aid applicant results.~~
- ~~7. Monitors and reviews the services and activities of the Financial Aid Outreach Program; incorporates educational trends and community needs into financial aid workshops and presentations.~~
- ~~8. Maintains a variety of files, records and databases; prepares a variety of reports and correspondence.~~
- ~~9. Works cooperatively and collaboratively with auxiliary programs and other related services.~~

10. ~~May supervise part time and student workers.~~
11. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Financial problems faced by economically disadvantaged students.
State and federal student financial aid processes and procedures including federal and state laws and regulations regarding the various duties of the Financial Aid Office.
Principles and practices of marketing and promotion.
Program administration, organizational methods and techniques.
English usage, spelling, grammar and punctuation.
Principles and procedures of record keeping and filing.
Principles of business letter writing and basic report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

Ability to:

~~Coordinate the Financial Aid Outreach Program including materials development, facility assignment, and presenter selection.
Create effective community financial aid outreach and educational tools.
Prepare appropriate materials and handouts for low income, disadvantaged populations, including those where English is a second language.
Monitor financial aid outreach program services and activities, and make recommendations for improvement.
Develop a variety of financial aid marketing and promotional material.
Interact successfully and cooperatively with students and families of diverse ethnic and economic backgrounds.
Make oral presentations to a wide variety of audiences.
Interpret state and federal guidelines pertaining to financial aid programs.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Display sensitivity to and understanding of low income disadvantaged students and families that are diverse in terms of academic, socio-economic, cultural, linguistic, and ethnic backgrounds.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

~~An Associate's degree or the equivalent with major course work in business administration, accounting, or a related field.~~

Experience:

~~Three years experience in the coordination of an educational program, preferably within a higher education setting which focused on financial aid outreach.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed primarily in a standard office setting with frequent travel to high schools, migrant groups, local agencies, off-site campuses and the public.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to travel to various locations; to make public presentations; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

Board Approved: 1/12/2006

Johnson & Associates Revised: January 2007

Financial Aid Specialist I

FINANCIAL AID ~~SPECIALIST I~~ TECHNICIAN

RANGE 38

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under immediate supervision, assists students in applying for financial aid; Assists in preparation of forms and maintenance of records; receives, reviews, and validates financial aid applications, performs needs analysis, and determines eligibility and awards in accordance with District policies and procedures and federal, state, and local requirements.; performs related duties as required.~~

~~This is the first level in the Financial Aide job family. While no prior financial aid experience is required, incumbents are expected to learn the full scope of duties involved in awarding financial aid and develop a working knowledge and understanding of applicable regulations. Incumbents are responsible for interviewing, providing information, and assisting students applying for financial aid as well as the development and awarding of financial aid packages. This class is distinguished from the Financial Aid~~

~~Specialist II class which requires greater general experience in the Financial Aid operation and is assigned work of a more responsible and difficult nature.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of **clerical and** technical duties in support of the financial aid program; assists students at counter; ~~and~~ responds to questions from **students**, parents and staff; provides information regarding eligibility requirements, types of available assistance, and opportunities for self-help.
2. Assists students in filling out and reviewing applications and supporting documentation for completeness and accuracy; interprets financial statements, income tax reports and related documentation.
3. Processes applications and verification forms; determines student eligibility for federal and/or state grants, loans, the Federal Work Study (FWS) program and **California College Promise Grant (CCPG)** ~~Board of Governor's Fee Waiver (BOGW)~~ program using federal methodology, need analysis, and state-defined income criteria.
4. **Compiles** ~~Receives and verifies~~ all necessary documentation, prepares folder for each financial aid student, and reviews with supervisor as necessary, during the award process.
5. ~~Develops, verifies and awards appropriate financial aid packages according to student needs and program guidelines, policies and procedures; notifies students of awards or denial of awards.~~
6. Maintains financial aid student records and other records by reviewing and updating pertinent data ~~via remote computer terminal~~; reviews and prepares computer inputs under prescribed guidelines.
7. ~~Participates in a full range of reporting duties;~~ Assists in compiling, analyzing, and maintaining data for the maintenance of various records and the preparation of various reports.
8. Maintains current knowledge and learns new state and federal laws, rules, and regulations pertaining to financial aid; ~~attends seminars, conferences, workshops, and other training sessions;~~ participates in the development of new/revised procedures to accommodate changes.
9. Performs **other duties** related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Student financial aid processes and procedures including applicable federal and state laws and regulations regarding student grants and loans.~~

~~General accounting and bookkeeping practices and techniques.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Mathematical principles and practices.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles of business letter writing and basic report preparation.~~

Ability to:

~~Provide a variety of technical support to District's financial aid programs and functions.~~

~~Determine eligibility of students for financial assistance through analysis and interpretation of data and guidelines.~~

~~Learn, understand, and interpret student financial aid laws, regulations, policies, processes and procedures.~~

~~Properly handle difficult, sensitive, and confidential situations and materials.~~

~~Plan, organize and prioritize work in order to meet schedules and timelines.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technology and learn functionality of new equipment and systems.~~

~~Maintain current, accurate and confidential records and files.~~

~~Prepare a variety of comprehensive and statistical reports.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Understand and follow oral and written instructions.~~

~~Work with people who have economic, cultural, or language barriers.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the ~~twelfth-grade~~ high school ~~supplemented by college-level course work in business administration, accounting, or a related field.~~

Experience:

Two (2) years of clerical and program support experience ~~preferably in an educational or accounting office.~~

Preferred Education/Experience:

College-level coursework in business administration, accounting or a related field and work experience in an educational or account office.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent student contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Revised: April 1, 1996

Johnson & Associates Revised: January 2007

Financial Aid Specialist II

FINANCIAL AID SPECIALIST II

RANGE: 40

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, Performs a variety of technical duties in support of the financial aid and scholarship programs ensures all student applications are imported from federal database for financial aid processing; assists students in applying for financial aid; and assists in the administration of financial aid and scholarship programs.~~

DISTINGUISHING CHARACTERISTICS

~~This class is characterized by~~ The Financial Aid Specialist position is distinguished from the Financial Aid Technician position additional by responsibilities requiring considerable experience that may include the electronic transfer of all student applications to and from the federal government's database and providing assistance to the Assistant Financial Aid Director. ~~Incumbents are expected to exercise independent judgment in the performance of duties with minimal direct supervision and to develop appropriate recommendations and reports related to the student financial aid program.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Imports financial aid applications from the federal database for financial aid processing; renames files and forwards applications to appropriate staff for review; ~~inputs~~ enters necessary corrections on applications and redistributes to staff; exports finalized applications ~~back~~ into federal government ~~computer~~ systems.
2. Verifies eligibility and required student information through a variety of sources, including Financial Aid Administrative Access (FAA), National Student Loan Data System (NSLDS), Common Origination and Disbursements (COD), and Selective Service (SS).
3. Reviews and processes student files ~~that have been~~ selected for verification; ~~checks~~ reviews and

verifies student tax returns transcripts for accurate information; ~~checks~~ reviews student grade transcripts for satisfactory progress and dismissal.

4. Verifies the accuracy of requesting student's Satisfactory Academic Progress (SAP); requests and reviews student transcripts to ensure compliance of SAP and other regulations; reviews student enrollment grades for financial aid approved appeals and for students on probation; verifies SAP components are complete and scanned into student files to receive the disbursement.
5. ~~Performs a variety of technical duties in support of the financial aid program;~~ Assists students at the counter; ~~and~~ responds to questions from students, parents, and staff; provides information regarding financial aid programs including eligibility requirements, types of available assistance, and opportunities for self-help.
6. Compiles all necessary documentation; prepares folder for each financial aid student; ~~and~~ reviews ~~with supervisor~~ and revises information as necessary during the award process.
7. Determines student eligibility and financial needs according to clearly established criteria set forth by federal guidelines and District policy; assists in making initial awards, adjustments, and in the distribution of loan ~~checks funds~~.
8. ~~Processes loans/financial aid awards;~~ notifies students of awards or denial of awards; ~~follows up with students with incomplete documentation to complete eligibility;~~ adjusts awards based on student receiving scholarships and other outside assistance.
9. Prepares periodic reports on accumulated expenditures and balances in preparation for fund disbursements ~~using computer system~~.
10. Maintains financial aid student records and ~~other records~~ related documentation; ~~by reviewing and updating reviews and updates~~ pertinent financial aid data ~~via remote computer terminal utilizing assigned computer systems and/or programs; reviews and prepares computer inputs under prescribed guidelines~~.
11. ~~May supervise office staff in absence of supervisor~~ Stays current on legislative updates pertaining to financial aid; updates and maintains required licensure required to access federal databases.
12. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Student financial aid processes and procedures including applicable federal and state laws and regulations regarding student grants and loans.~~

~~General accounting and bookkeeping practices and techniques.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Mathematical principles and practices.~~

~~Principles and procedures of record keeping and filing.~~

~~Principles of business letter writing and basic report preparation.~~

Ability to:

~~Interpret state and federal guidelines pertaining to financial aid programs.~~

~~Determine eligibility of students for financial assistance through analysis and interpretation of data and guidelines.~~

~~Maintain current working knowledge of policies and federal guidelines regarding financial aid.~~

~~Properly handle difficult, sensitive, and confidential situations and materials.~~

~~Plan, organize and prioritize work in order to meet schedules and timelines.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technology and learn functionality of new equipment and systems.~~

~~Maintain current, accurate and confidential records and files.~~

~~Prepare a variety of comprehensive and statistical reports.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Understand and follow oral and written instructions.~~

~~Work with a diverse population people who have economic, cultural, or language barriers.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it

- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**

- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of ~~the twelfth-grade~~ high school supplemented by ~~twelve (12) units of~~ college level course work in business administration, accounting, or a related field.

Experience:

~~Two~~ Three (3) years of increasingly responsible financial aid program experience ~~comparable to a Financial Aid Specialist I in San Bernardino Community College District.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent student contact.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Revised: April 1, 1996

Johnson & Associates Revised: January 2007

Interpreting Services Specialist

INTERPRETING SERVICES SPECIALIST

RANGE 41 45

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Participates in the administration of the Interpreting Services program; ~~recruits, hires, Trains,~~ and schedules sign language interpreters; interprets for students as necessary; ~~assists students with obtaining needed campus services; and maintains a variety of records, files, and data related to assigned services and activities.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned interpreters.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates and implements Interpreting Services program services and activities to provide sign language or oral interpretation for Deaf and hard-of-hearing students in classes, labs, tutoring sessions, counseling sessions, and other appointments as needed or requested to assure appropriate equal access communication accommodations for ~~hearing-impaired~~ Deaf and hard-of-hearing students and faculty.
2. ~~Assists with the recruitment of interpreters; Recruits,~~ interviews, evaluates skills, and makes recommendations for hiring, ~~and trains~~ sign language interpreters; provides technical assistance, in-service training, and staff development for interpreters; ~~provides counseling, advice, and direction to~~ Advises interpreters on issues that arise from daily contact with students, staff, and faculty.
3. ~~Assesses skills and background of interpreters for the purpose of placing interpreters in appropriate assignments;~~ schedules interpreters to accompany Deaf and hard-of-hearing students to satisfy communication needs for classes, labs, tutoring sessions, counseling sessions, and other appointments; revises interpreting schedules as necessary.
4. Arranges captioning services as necessary for students.
5. Provides interpreting services; interprets for classes, labs, tutoring sessions, counseling sessions, appointments, and other student needs as requested or as necessary for student success.
6. Conducts Deaf and hard-of-hearing new student orientations; explains campus services and various processes; conducts campus tours.
7. Assists students with obtaining needed campus services; assists students with enrollment, registration, and financial aid processes.

8. ~~May serves as liaison~~ primary point of contact between students and on- and off-campus organizations, ~~such as the Department of Rehabilitation~~, providing services to students.
9. ~~Disseminates information related to hearing impairment to faculty;~~ Provides information to faculty ~~with regarding~~ Deaf or hard-of-hearing students ~~in their classes~~ in order to foster understanding.
10. Provides sign language and voicing services for deaf faculty including in classes and in interactions with staff, supervisors, and managers.
11. ~~Participates in the evaluation of interpreters; disperse and collect interpreter evaluation forms from students; visits classrooms and evaluates interpreters while they are working; prepares reports on interpreter evaluations by students and interpreter observations; discuss reports with supervisors and interpreters.~~
12. Maintains a variety of records, files, and information related to assigned services and activities; prepares a variety of reports and correspondence.
13. Participates in ~~special related~~ projects and events as ~~assigned~~ needed for Deaf and hard-of- hearing.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of sign language interpreting; incorporates new developments as appropriate; dispenses information to interpreting staff.
15. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Methods and techniques for communicating with hearing impaired Deaf and hard-of-hearing students including American Sign Language (ASL) and other signing systems.~~
~~ASL Interpreting Ethics.~~
~~Sign vocabulary sufficient for upper level and/or complicated classes.~~
~~Principles of lead supervision and training.~~
~~Social norms and cultural expectations of Deaf and hard-of-hearing students.~~
~~Student behavior and development and developmental characteristics of the hearing impaired Deaf and hard-of-hearing.~~
~~Basic techniques of instruction~~
~~District organization and operations including enrollment and registration procedures.~~
~~College services, practices, and policies that impact students and interpreters.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles and procedures of record keeping and filing.~~
~~Principles of business letter writing and basic report preparation.~~
~~Pertinent federal, state, and local codes, laws, and regulations.~~
~~English usage, spelling, grammar, and punctuation.~~

Skills & Abilities Ability to:

~~Coordinate the provision of interpreting services.~~
~~Locate, recruit, and assess interpreters in order to develop and maintain a pool of qualified interpreters.~~

~~Provide lead supervision and training to assigned staff.~~

~~Assess the skills and background of interpreters accurately for the purpose of placing interpreters in appropriate assignments; schedule interpreters taking into account skills, student needs, and class complexity as well as taking into account student preferences.~~

~~Interpret to and from sign language and English accurately for the Deaf and hard of hearing persons with a wide variety of signing styles.~~

~~Work under pressure; be flexible, reasonable, and tactful under varied circumstances.~~

~~Interact well with staff, faculty, and students in order to resolve issues and dispense information regarding deafness and academic limitations.~~

~~Understand the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.~~

~~Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.~~

~~Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work independently in the absence of supervision.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Work cooperatively with other departments, College officials, and outside agencies.~~

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to the completion of the twelfth grade supplemented by extensive college-level course work or other specialized training in sign language.~~ An Associate's degree or sixty (60) semester units.

Experience:

~~Four~~ Three (3) years of experience working with the ~~hearing-impaired including some administrative or lead supervisory responsibility~~ Deaf and hard-of-hearing.

Equivalency Provision:

In the absence of an Associate's degree or sixty (60) semester units, sixteen (16) semester units and five (5) years of experience working with the Deaf and hard-of-hearing is qualifying.

Desired Education/Experience:

Registry of Interpreters for the Deaf (RID) certification

Experience with scheduling interpreting services

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office, classroom, or educational lab setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment and interpret to and from sign language requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Job Developer

JOB DEVELOPER

RANGE: 36 41

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Assists **student and non-student** clients in securing paid and unpaid employment opportunities within the community, ~~including ; match business and industry needs with skills and training of clients including San Bernardino Valley College students as well as participants in the Department of Rehabilitation's Workability III program and the Welfare to Work program; provides~~ providing employment preparation services and job development skills training.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Contacts and builds and maintains relationships with a variety of local area employers in order to develop and secure employment positions for clients; **matches business and industry needs with skills and training of clients and program participants.** ~~attends various business, chamber, and related~~

~~meetings; makes presentations at community organizations and businesses to solicit work sites; promotes the advantages of hiring and/or training specific program clients to employers; develops employment sources and vocational training contacts; maintains a resource file on employers.~~

2. Attends various business, chamber, and related meetings; prepares and makes presentations at community organizations and businesses to solicit work sites; promotes the advantages of hiring and/or training specific program clients to employers; develops employment sources and vocational training contacts; maintains a resource file on employers.
3. Conducts workshops and other small group and one-on-one sessions to provide job search and related assistance to clients including in the areas of interviewing skills, application assistance, resume and cover letter writing, job readiness skills, hygiene and dress attire assistance, workforce behavior, and use of job placement and career guidance materials and community resources; provides job coaching services; presents workshops on campus and within the community as needed.
4. ~~Searches for and identifies jobs in the community for clients using various resources; searches the internet, local newspapers, yellow pages, and other resources for potential employment opportunities;~~ receives e-mails from networking groups; follows-up on job leads from various resources to find employment for clients.
5. ~~Schedules and conducts one-on-one interviews with clients to ensure job openings fit their vocational goals.~~
6. Refers clients to job openings at specific employers; ~~schedules and conducts one-on-one interviews with clients to ensure job openings fit their vocational goals;~~ facilitates job interviews with employers for clients.
7. Maintains continued contact with clients and employer after placement to monitor success; provides follow-up service after placement as necessary.
8. Plans and coordinates program related activities including career/job fairs; accommodates employers on campus for employment recruitment.
9. Provides student support in vocational self-assessment and exploration.
10. Maintains a variety of files and records and prepares required reports; maintains a documentation system to satisfy program guidelines including ~~monthly, 30,60,90 day~~ periodic reports, closure, program placement, and other mandated program reports.
11. Establishes and maintains close working relationships with agencies including the Department of Rehabilitation, ~~Employment Development Department (EDD), Department of Public Social Services (DPSS),~~ and staffing agencies in order to assist students in finding employment opportunities and in meeting applicable program guidelines.
12. ~~Depending on program assignment, may work with various, specialized segments of the student population.~~
13. Markets programs and services to clients; makes presentation to various classes to recruit new clients; attends various events ~~and meetings on and off-site, including career fairs.~~
14. ~~Attends various meetings including staff meetings.~~
15. Performs ~~other duties~~ related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Job placement and referral techniques and skills.~~
~~Job search, workforce behavior, and employment and interviewing skills.~~
~~Labor market and industry employment needs.~~
~~Federal, state, and local labor market trends.~~
~~Recruitment and interviewing techniques.~~
~~Career literature and other job placement resources.~~
~~Basic marketing and advertising techniques.~~
~~Pertinent federal, state, and local laws, codes, and regulations as well as applicable federal and state program guidelines and regulations including employment law and regulations.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Principles, practices, and procedures of business letter writing.~~
~~Principles and practices used to establish and maintain files and information retrieval systems.~~
~~Principles and techniques used in public relations.~~
~~Interpersonal skills using tact, patience and courtesy.~~
~~Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~

Ability to:

~~Develop jobs in the community.~~
~~Plan, organize, and implement programs, workshops, seminars, and services regarding job search and related topics.~~
~~Make presentations to large and small groups.~~
~~Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.~~
~~Assist students in identifying career interests, goals, and opportunities; makes appropriate referrals.~~
~~Work with community members and organizations in the development of jobs for clients.~~
~~Coordinate partnerships with employers and various city and state agencies.~~
~~Develop and maintain working relationships with employers, community organizations, staffing agencies, and client.~~
~~Evaluate and interpret employment and labor market information.~~
~~Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.~~
~~Implement and maintain filing and record-keeping systems.~~
~~Prepare a variety of clear and concise reports.~~
~~Independently compose and prepare correspondence and memoranda.~~
~~Plan and organize work to meet schedules and changing deadlines.~~
~~Work within the policies, functions, and requirements of area of assignment.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Operate and effectively use computerized career and job search programs.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone~~

~~or in person.~~

~~Work independently and effectively in the absence of supervision~~

~~Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to~~ An Associate's degree or sixty (60) semester units with major course work in business, education, liberal studies, psychology behavioral sciences or a related field.

Experience:

Two (2) years of experience working in the area of employment and training with an emphasis on job placement including experience working with diverse populations.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting with travel to various sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel to various sites and locations; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate a vehicle; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 1992

Revised: April 8, 2004

Johnson & Associates Revised: January 2007

Job Placement/Career Guidance Specialist

Abolished. Duties are in the Job Developer classification.

JOB PLACEMENT CAREER GUIDANCE SPECIALIST

DEFINITION

~~Under general supervision, assists students in seeking employment, career guidance; develops off-campus jobs and maintains effective relationships with members of the business community; performs related duties as required.~~

EXAMPLES OF DUTIES

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

- ~~1. Assists students and staff in use of career guidance materials and job placement.~~
- ~~2. Administers interest, aptitude, and occupational scales.~~
- ~~3. Organizes and maintains records and files of jobs available and students seeking jobs.~~
- ~~4. Screens and refers qualified applicants to available on and off campus positions.~~
- ~~5. Contacts businesses and organizations to promote placement services and locate and develop jobs for students.~~
- ~~6. Assists in coordinating speakers and employers for job fairs, recruitments, and workshops.~~
- ~~7. Coordinates job placement activities with other agencies and programs such as E.D.D. & Cooperative Education.~~
- ~~8. Investigates, reviews, evaluates, identifies, and monitors resource materials for Career Center Library; classifies and catalogs career materials according to the California Career Information System.~~
- ~~9. May supervise and assign work of student assistants.~~
- ~~10. May locate and develop off-campus work-study jobs.~~
- ~~11. May process work-study students time sheets by verifying information against authorization, posting hours worked, and forwarding time sheets to payroll department.~~

MINIMUM QUALIFICATIONS

Education and/or Experience

- ~~• Completion of 30 semester units of college-level coursework in the behavioral sciences.~~
- ~~• Some experience in a personnel office operation or job placement.~~

Knowledge

~~Working knowledge of techniques of interviewing; occupational career literature; labor market trends; office procedures and practices; interest and aptitude tests.~~

Abilities

~~Establish and maintain office filing systems; establish and maintain effective working relationships with students, faculty, staff, and the business community; compose and type correspondence and reports and maintain accurate records; operate a typewriter at 30 words per minute.~~

Outreach & Recruitment Technician

Abolished. Duties are found in the Coordinator of Outreach & Relations with Schools classification.

OUTREACH & RECRUITMENT TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, conducts and assists the coordination of off-campus recruitment and outreach activities and services that will facilitate the transition of new students into the college community.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Develops outreach programs to recruit students.~~
- ~~2. Coordinates various outreach and recruitment activities including campus tours; attends recruitment activities sponsored by high schools/agencies.~~
- ~~3. Prepares and presents oral presentations to prospective college students at area middle schools, high schools, community organizations, and businesses.~~
- ~~4. Explains the admissions procedures and policies to prospective students.~~
- ~~5. Provides workshops and assists students in completing the various forms necessary for college attendance including admission applications and financial aid applications.~~
- ~~6. Facilitates students' participation in assessment and orientation programs.~~
- ~~7. Assists in the coordination of outreach and recruitment activities with various campus programs and services including EOPS, DSPS, and STAR programs.~~
- ~~8. Serves as liaison between the college and various organizations.~~
- ~~9. Provides schedules, catalogues, and other college publications to the high schools, community centers, and businesses as they become available.~~
- ~~10. Attends a variety of on- and off-campus meetings in support of, and related to, student support services.~~
- ~~11. Develops and makes presentations to the administration, staff, and faculty about the types of students who are being recruited to the campus and their needs.~~

12. ~~Maintains current knowledge of the academic programs provided by the college.~~
13. ~~Maintains current knowledge of the support service programs for students.~~
14. ~~Prepares and maintains records and files related to outreach and recruitment services and activities.~~
15. ~~Provides data to evaluate the effectiveness of outreach and recruitment programs.~~
16. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Recruitment, outreach, and interviewing procedures and techniques.~~
~~District organization, operations, policies, terminology, rules, programs, and objectives.~~
~~Fundamentals of college admissions procedures and services.~~
~~Pertinent federal, state, and local codes, laws, and regulations including guidelines and regulations for financial aid and other student support services.~~
~~Principles and practices of fiscal, statistical, and administrative research and report preparation.~~
~~Principles and procedures of record keeping.~~
~~Principles of business letter writing.~~
~~Office procedures, methods, and equipment including computers and applicable software applications.~~
~~Methods and techniques of public relations.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~
~~Interpersonal skills using tact, patience, and courtesy.~~
~~Public speaking techniques and written communication skills.~~

Ability to:

~~Identify prospective students and recruit students for special programs including EOPS, DSPS, and STAR.~~
~~Understand the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.~~
~~Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.~~
~~Work cooperatively with other departments, District officials, and outside agencies.~~
~~Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.~~
~~Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.~~
~~Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.~~
~~Operate office equipment including computers and supporting software applications.~~
~~Work independently in the absence of supervision.~~
~~Plan and organize work to meet changing priorities and deadlines.~~
~~Demonstrate an awareness and appreciation of the cultural diversity of the community.~~
~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college-level course work in business administration, human resources, public administration, social services, or a related field.

Experience:

Two years of increasingly responsible work experience in outreach and recruitment activities.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting and at various locations that requires travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 9, 2000

Johnson & Associates Revised: January 2007

Senior Student Services Technician

SENIOR STUDENT SERVICES TECHNICIAN

RANGE: 38

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, Provides direction for assigned student services program area; Coordinates and participates in the performance of a variety of program coordination and technical duties in support of assigned student services area; oversees and participates in providing students, staff, and others with specialized information, training, and assistance related to area of assignment; oversees and participates in providing a wide variety of reference and resource information related to assigned function or program area; and performs a full range of the more complex and technical program support and clerical assistance duties in support of assigned program area.~~

~~The Senior Student Services Technician is the advanced journey-level classification in the Student Services Technician series with incumbents participating in program coordination and administration duties as well as providing the more complex technical program support to an assigned student services area. Incumbents are assigned to perform a wide range of complex technical, program support, and clerical duties independently for assigned program area requiring a broad knowledge of an assigned program or functional area including all facets of the department programs. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise and are aware of the operating procedures and policies of the work.~~

DISTINGUISHING CHARACTERISTICS

~~The Senior Student Services Technician classification is distinguished from Student Services Technician II classification in that employees in this classification perform additional and more difficult and responsible types of duties such as the participation in the development of the annual budget plan for assigned program, the generation and maintenance of financial records, and the monitoring of the program budget and tracking of expenditures.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates assigned aspects of the assigned student services program area; ~~performs a full range of technical, program support, and clerical duties in support of assigned program area;~~ ensures compliance with program requirements.
2. ~~Oversees and participates in providing a wide variety of specialized reference and resource information, training, and assistance related to assigned function or program area.~~
3. Assists in the planning, design, and implementation of program elements that support service delivery; participates in processes to define scope and schedule of services and activities; participates in implementation processes.
4. Assists in the development and implementation of goals, objectives, policies, and priorities for assigned program areas; researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area; develops and maintains handbooks, forms, and related policies and procedures.
5. Provides assistance in resolving operational and administration problems related to assigned program area; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in implementation of recommendations.

6. ~~Performs a full range of technical, program support, and clerical duties in support of assigned student services program area.~~
7. Develops yearly calendar of events, workshops, and other schedules related to assigned activities and services; reviews, updates, and informs others of essential timelines; coordinates assigned activities; ~~assures~~ ensures the ~~timely~~ completion of work in accordance with established policies, procedures, and standards.
8. Plans, organizes, schedules, and conducts orientations, workshops, seminars, class presentations, tours, meetings, and other activities, related to assigned program area; arranges and confirms speakers; reserves facilities and make other necessary arrangements.
9. Provides technical information and assistance regarding area of assignment to students, staff, and the general public; interprets and explains program applications, policies, procedures, requirements, and restrictions; develops promotional and informational materials for distribution on and off campus; maintains assigned resource material and library.
10. Verifies and reviews materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, files, and reports; collects and processes appropriate information.
11. Compiles and tabulates statistical data; compiles information from various sources and prepares appropriate forms, schedules, and reports; lists, abstracts, or summarizes data; inputs and reviews data and prepares special and periodic reports related to an assigned project and/or program area including state and federally mandated reports; verifies accuracy, completeness, and compliance to rules, procedures, regulations, policies, and other mandates.
12. Establishes and maintains records including student records; maintains complex, interrelated filing systems including confidential files; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.
13. May conduct intake interviews with prospective students as necessary; determines program eligibility and prepare need analysis; reviews and processes applications for students.
14. May monitor progress of students in assigned program area; ensures compliance with applicable requirements and guidelines; may proctor tests.
15. May oversee and participate in assessment center activities; ~~schedules and administers diagnostic placement tests on and off campus; provides placement testing in the areas of math, English, reading, ESL, and/or other areas; provides Ability to Benefit (ATB) and Career interest testing; coordinates and monitors all assessment operations in the testing room; operates computerized scoring equipment and transmits data to the central database.~~
16. May coordinate and organize various career events including job days career fairs; establishes and maintains effective relationships with members of the business community; provides information and assistance to students related to career search.
17. ~~Utilizes various computer applications and software packages;~~ Maintains and generates reports from a database or network system; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings.

18. Assists with the development, implementation, and coordination of a tracking system for effective monitoring of students and for evaluating program outcomes; assists with tracking, reporting, and evaluating of student/program progress.
19. Coordinates communication and activities with other District departments and personnel, educational institutions, governmental and private agencies, and the public.
20. Assists in the development of the annual budget plan for assigned program; generates and maintains all financial records, monitors program budget and tracks expenditures.
21. Inventories and orders office, program, and student supplies; completes purchase requisitions; maintains inventory.
22. ~~Trains and provides work direction to assigned student workers, clerical assistants, and other staff as assigned. Operates a golf cart as needed.~~ May utilize a golf cart to transport students on campus.
23. ~~Attends professional group meetings and workshops on and off campus; Stays abreast of current with new trends and maintains a working knowledge of~~ information related to area of assignment.
24. Provides assistance to other student services staff as needed.
25. Performs ~~other duties~~ related ~~to the primary job duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.~~

~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~

~~Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.~~

~~General principles, practices, and procedures of business administration and public administration.~~

~~Technical knowledge of business/industry principles and practices for the area of responsibility.~~

~~Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.~~

~~Basic program management principles and practices.~~

~~Information and research resources available related to areas of assignment.~~

~~Work organization and office management principles and practices.~~

~~Processes, procedures, and practices of budget preparation and administration.~~

~~Principles, practices, and procedures of business letter writing.~~

~~Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.~~

~~Principles and practices used to establish and maintain files and information retrieval systems.~~

~~Basic research methods and techniques.~~

~~Basic mathematical concepts.~~

~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

~~District organization, operations, policies and objectives.~~

~~Referral agencies, services, and departments on and off campus may be required for some assignments.~~

~~Screening and interviewing techniques may be required for some assignments.~~

Ability to:

~~Coordinate and participate in the management of the functions and services of assigned program area.~~

~~Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.~~

~~Understand, interpret, apply, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.~~

~~Use technical concepts and basic program management tools and techniques to effectively coordinate a program area and solve complex problems in creative and effective ways.~~

~~Develop recommendations for problematic areas and implement and monitor changes.~~

~~Participate in the development and administration of policies and procedures.~~

~~Participate in the preparation and administration of assigned budgets.~~

~~Perform a full range of technical, program support, administrative, and clerical duties involving the use of independent judgment and personal initiative.~~

~~Implement procedures for the day-to-day operations of assigned program areas.~~

~~Assist in the preparation of calendar of events and workshops related to area of assignment.~~

~~Coordinate and conduct workshops, seminars, special event, class presentations, orientations, and tours.~~

~~Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning assigned program area, functions, and resources.~~

~~Orient students, staff, and public to resources and services related to area of assignment.~~

~~Research, compile, analyze, and interpret data.~~

~~Independently compose and prepare routine correspondence and memoranda.~~

~~Prepare a variety of clear and concise administrative and financial records.~~

~~Implement and maintain filing systems.~~

~~Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.~~

~~Respond to requests and inquiries from students, staff, or the public; effectively present technical information in person or on the telephone to students, staff, or the public.~~

~~Screen, interview, and assess needs of students and clients.~~

~~Use sound judgment in recognizing scope of authority.~~

~~Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.~~

~~Type or enter data at a speed necessary for successful job performance.~~

~~Train and provide work direction to others.~~

~~Establish, review, and revise office work priorities.~~

~~Plan and organize work to meet schedules and changing deadlines.~~

~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work effectively with minimal supervision.~~

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications

- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself

- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~the equivalent~~ sixty (60) units in a related field.

Experience:

Three (3) years of increasingly responsible experience in a student services area involving frequent student contact.

EQUIVALENCY PROVISION:

In the absence of an Associate's degree or sixty (60) semester units of college level coursework in a related field, the equivalent to the completion of high school and five (5) years of increasingly responsible experience in a student services area involving frequent student contact.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Student Activities and Campus Center Specialist

STUDENT ACTIVITIES AND CAMPUS CENTER SPECIALIST

RANGE: 38 41

SUMMARY DESCRIPTION

~~Under direction, coordinates with the Director of Student Life in supporting the College's efforts to provide more purposeful programs, activities, and experiences to students outside of the classroom; supports efforts to create and sustain campus-wide, student centered, and comprehensive cultural, educational, and social co-curricular programming for students that cultivate full engagement in the College community; Oversees the daily functions of a student center and assists with various student activities and services including to oversee the daily functions of the a student Campus Center; assists with Director of Student Life with the management of campus and community events, club activities, and service projects as well as in planning campus-wide trainings, retreats and events for faculty, staff and students.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Provides~~ Oversees the day-to-day supervision functions of the various student life services, programs, and activities ~~Campus Center; staffs~~ assists in staffing the ~~Campus~~ center with student workers ~~and supervises Campus Center student employees~~; ensures a safe and welcoming environment; ~~enforces College policy~~; coordinates work requests and maintenance needs.
2. Provides input and assists in the creation, coordination, and assessment of the campus student engagement program; updates resources and opportunities for students to complete their involvement transcript.
3. Coordinates with student organizations and ~~faculty to~~ advisors to officially register as an organization; ~~updates and maintains rosters with and updates~~ current information with regards to student leaders, members, and club purpose and activities; ~~updates club handbooks~~.
4. Plans, facilitates, and hosts virtual and in-person activities; ~~and supervises~~ oversees campus student activities including room set-up ~~needs, clean-up concerns, and logistical needs including tables, chairs, riser, audio/visual equipment, podiums and lighting.~~
5. Oversees various aspects of the Inter-Club Council (ICC), Associated Student Government (ASG), and individual clubs; attends various club meetings and assists in the ASG election process; assists club and student leaders in activity and event planning, marketing implementation, and logistical skill development.
6. Ensures club budgets and spending plans are aligned with District policy; adjusts budgets as needed.
7. ~~Coordinates~~ Oversees the issuance of student identification cards; monitors, inventories, and maintains equipment and supplies related to identification card system.
8. Assists ~~the Director of Student Life~~ with ~~the management of~~ campus and community events, club activities, and service projects as well as in planning campus-wide trainings, retreats, and events for faculty, staff, and students.

9. Schedules the use of ~~the a student center Campus-Center~~; ~~coordinates with the Director of Student Life to assists in~~ developing and publishing the fall/spring student activity calendars.
10. Provides input and assistance in the development and maintenance of College student activities and ~~student center Campus-Center~~ information published on the College's web page; posts all student organization activities on-line; ~~maintains the Student Life social media account~~.
11. Assists ~~the Director of Student Life~~ in evaluating ~~Campus-Center~~ programs and activities ~~provided by the Office of Student Life~~; provides ~~input support to the Director of Student Life~~ in developing strategic initiatives to enhance programming efforts.
12. Coordinates with the Office of Institutional Research to generate statistical data and reports related to ~~Campus-Center student life~~ programs and activities.
13. Performs other duties ~~related to the primary job duties as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Procedures and methods of involved in the evaluation of student records.~~
- ~~Operations, services, and activities of a student activities program.~~
- ~~College facilities, programs, and activities.~~
- ~~Principles and practices used in coordinating a variety of student activities, programs, and events at a community college.~~
- ~~Basic needs assessment techniques.~~
- ~~Basic program development and customization principles and practices.~~
- ~~Pertinent federal, state, and local codes, laws, regulations, guidelines, policies, and procedures including pertinent California Education Code sections and legislation governing student groups and activities.~~
- ~~Principles of business letter writing and basic report preparation.~~
- ~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
- ~~English usage, spelling, grammar and punctuation.~~
- ~~Interpersonal skills using tact, patience and courtesy.~~
- ~~Oral and written communication skills.~~

Ability to:

- ~~Provide guidance, assistance, and direction to student groups and organizations.~~
- ~~Develop create student activities programming.~~
- ~~Research, analyze, and evaluate new service delivery methods and techniques.~~
- ~~Mentor and empower students.~~
- ~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~
- ~~Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.~~
- ~~Maintain records, files, and calendars.~~

- ~~Independently prepare correspondence and reports.~~
- ~~Provide accurate information to students regarding College programs and services.~~
- ~~Operate office equipment including computers and supporting word processing, spreadsheet and database applications.~~
- ~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
- ~~Work independently in the absence of supervision.~~
- ~~Plan and organize work to meet changing priorities and deadlines.~~
- ~~Work cooperatively with other departments, College officials, and outside agencies.~~
- ~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- A Bachelor's degree from an accredited college or university with major course in business administration, communication, or a related field.

Experience:

- Two (2) years of increasingly responsible student services related experience.

Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major coursework in business administration, communication, or a related field, an Associate's Degree or sixty (60) semester units with major coursework in business administration, communication, or a related field and four (4) years of increasingly responsible student services related field is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; frequent interruptions and distractions; intermittent exposure to excessive noise; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Student Services Technician I

STUDENT SERVICES TECHNICIAN I

RANGE: 30

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under supervision,~~ Performs a variety of routine technical duties ~~in support of assigned student services area; provides students, staff, and others with information and assistance related to area of assignment; and performs~~ other general program support and clerical assistance duties in support of assigned program area.

~~The Student Services Technician I is the first level in the Student Services Technician series with incumbents providing a range of routine technical and program support to an assigned student services area. Incumbents are assigned duties requiring the incumbent to learn and apply specific knowledge related to assigned program or functional area. Incumbents at this level typically receive instruction or assistance as new or unusual situations arise, and should be aware of the operating procedures and policies of the work unit upon completion of the probationary period.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a range of routine technical, program support, and clerical duties in support of assigned student services program area; ~~provides information and assistance related to area of assignment.~~
2. Participates in organizing and coordinating assigned program activities; participates in implementing procedures to ensure efficient day-to-day operations of assigned area.
3. Participates in the development of yearly calendar of events, workshops, and other schedules related to assigned activities and services; reviews, updates, and informs others of essential timelines; coordinates assigned activities; ~~assures the timely completion of work in accordance with established policies, procedures, and standards.~~
4. Participates in planning, organizing, scheduling, and conducting orientations, workshops, seminars, class presentations, tours, meetings, and other activities related to assigned program area; reserves facilities and make other necessary arrangements.

5. Provides routine technical information and assistance regarding area of assignment to students, staff, and the ~~general~~ public; explains program applications, policies, procedures, requirements, and restrictions.
6. Verifies and reviews materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; ~~applies applicable policies and procedures in determining completeness of applications, records, files, and reports~~; collects and processes appropriate information.
7. Compiles and tabulates data; compiles information and prepares appropriate forms, schedules, and reports; lists, abstracts, or summarizes data; inputs and reviews data and prepares special and periodic reports related to an assigned project and/or program area; verifies accuracy, completeness, and compliance to rules, procedures, regulations, policies, and other mandates.
8. Establishes and maintains records including student records; maintains interrelated filing systems; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.
9. ~~May provides placement testing in the areas of math, English, reading, ESL, and/or other areas; provides Ability to Benefit (ATB) testing; proctors testing and assists students during testing; maintains attendance records; checks all tests taken by each attendee and lists on attendance roster; prepares lists of students taking essay exams; delivers essay exams to the English department for assessment; picks up completed essay assessments from the English department; inputs English assessment results.~~
10. ~~Utilizes various computer applications and software packages;~~ Maintains and generates reports from a database or network system; ~~utilizes electronic technology to correspond with others and to~~ maintains assigned calendars, schedules, and appointments; coordinates and arranges meetings related to area of assignment.
11. Assists with the development, implementation, and coordination of a tracking system for effective monitoring of students and for evaluating program outcomes; assists with tracking, reporting, and evaluating of student/program progress.
12. Participates in coordinating communication and activities with other District departments and personnel, educational institutions, governmental and private agencies, and the public.
13. Participates in program review; assists in the development and implementation of revised procedures.
14. ~~Trains and provides work direction to assigned student workers, clerical assistants, and other staff as assigned.~~
15. ~~Provides assistance to other student services staff as needed.~~
16. Performs other duties related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Basic operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.~~

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic research methods and techniques.

Basic mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Ability to:

Learn and understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, apply, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Learn and apply pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Learn test administration and scoring procedures may be required for some assignments.

Perform a range of routine technical, program support, and clerical duties involving the use of personal initiative.

Implement standard procedures for the day-to-day operations of assigned program areas.

Assist in the preparation of calendar of events related to area of assignment.

Provide assistance and information to students, faculty, administrators, staff, and the public concerning assigned program area, functions, and resources.

Compile, analyze, and interpret data.

Compose and prepare routine correspondence and memoranda.

Prepare clear and concise administrative and financial records.

Implement and maintain filing systems.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Type or enter data at a speed necessary for successful job performance.

Train and provide work direction to others.

Review and revise office work priorities.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work effectively with minimal supervision.

~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications

- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself

- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth grade~~ high school supplemented by thirty (30) semester units of college level course work in a related field.

Experience:

One (1) year of clerical experience, ~~preferably in a student services area involving frequent student contact.~~

EQUIVALENCY PROVISION:

In the absence of thirty (30) semester units of college level coursework in a related field, the equivalent to the completion of high school and two (2) years of clerical experience is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 9, 1995

Johnson & Associates Revised: January 2007

Student Services Technician II

STUDENT SERVICES TECHNICIAN II

RANGE: 34

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, P~~ Performs a variety of technical duties in support of assigned student services area; ~~provides students, staff, and others with specialized information, training, and assistance related to area of assignment;~~ provides a wide variety of reference and resource information related to assigned function or program area; and performs other general program support and clerical assistance duties in support of assigned program area.

~~The Student Services Technician is the journey-level classification in the Student Services series with incumbents providing a full range of technical program support to an assigned student services area. Incumbents are assigned to perform a wide range of general technical, program support, and clerical duties independently for assigned program area requiring a broad knowledge of an assigned program or functional area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and should be aware of the operating procedures and policies of the work unit upon completion of the probationary period.~~

DISTINGUISHING CHARACTERISTICS

The Student Services Technician II classification is distinguished from Student Services Technician I classification in that employees in this classification perform additional and more difficult and responsible types of duties such as determining program eligibility and coordinating prescribed services for students with disabilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a full range of technical, program support, and clerical duties in support of assigned student services program area; ~~provides a wide variety of specialized, reference and resource information, training, and assistance related to assigned function or area of assignment.~~
2. Participates in planning, organizing, and coordinating assigned program activities; implements procedures to ensure efficient day-to-day operations of assigned area.
3. Participates in the development of long-range planning and program review; assists in the development and implementation of revised procedures.
4. Develops yearly calendar of events, workshops, and other schedules related to assigned activities and services; reviews, updates, and informs others of essential timelines; coordinates assigned activities; assures the timely completion of work in accordance with established policies, procedures, and standards.

5. Plans, organizes, schedules, and conducts orientations, workshops, seminars, class presentations, tours, meetings, and other activities, ~~on or off campus~~, related to assigned program area; arranges and confirms speakers; reserves facilities and makes other necessary arrangements.
6. Provides technical information and assistance regarding area of assignment to students, staff, and the general public; interprets and explains program applications, policies, procedures, requirements, and restrictions; develops promotional and informational materials for distribution on and off campus; maintains assigned resource material and library.
7. Verifies and reviews materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; ~~applies applicable policies and procedures in determining completeness of applications, records, files, and reports~~; collects and processes appropriate information.
8. Compiles and tabulates statistical data; compiles information from various sources and prepares appropriate forms, schedules, and reports; lists, abstracts, or summarizes data; inputs and reviews data and prepares special and periodic reports related to an assigned project and/or program area including state and federally mandated reports; verifies accuracy, completeness, and compliance to rules, procedures, regulations, policies, and other mandates.
9. Establishes and maintains records including student records; maintains complex, interrelated filing systems including confidential files; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.
10. May determine program eligibility and prepare need analysis; ~~notifies students of program changes and updates~~; reviews and processes applications for students; may monitor progress of students in assigned program area; ensures compliance with applicable requirements and guidelines.
11. May function as ~~advisors and~~ case managers providing direct support to basic skill, at risk, and new students to assist students in being successful in order to increase retention and success; assists students with a variety of issues including financial aid, housing, childcare, registration, probation status, and related issues; ~~monitors students academic progress and participation in referral programs~~; serves as a liaison between students, community, professional staff, and faculty.
12. May coordinate prescribed services for students with disabilities; carries out recommendations of Department Head and Learning Disabilities Specialist for academic accommodations; proctors testing for students in the program; delivers and picks-up testing materials campus wide; moves furniture campus wide to accommodate student accessibility needs; coordinates the activities of a pool of student assistants hired to provide direct services.
13. ~~Utilizes various computer applications and software packages~~; Maintains and generates reports from a database or network system; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings.
14. Assists with the development, implementation, and coordination of a tracking system for effective monitoring of students and for evaluating program outcomes; assists with tracking, reporting, ~~monitoring~~ and evaluating of student ~~academic/program progress and participation~~.
15. Coordinates communication and activities with other District departments and personnel, educational institutions, governmental and private agencies, and the public.
16. Inventories and orders office and program supplies; completes purchase requisitions; maintains inventory.

17. ~~Attends~~ May represent department at professional group meetings and workshops on and off campus; Stays abreast of current with new trends and maintains a working knowledge of information related to area of assignment.
18. ~~Trains and provides work direction to assigned student workers, clerical assistants, and other staff assigned.~~ May utilize a golf cart to transport students on campus.
19. Provides assistance to other student services staff as needed.
20. Performs other duties related to the primary job duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
 Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
~~Principles, practices, and procedures of business letter writing.~~
~~Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.~~
~~Principles and practices used to establish and maintain files and information retrieval systems.~~
~~Basic research methods and techniques.~~
~~Basic mathematical concepts.~~
~~Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.~~
~~Interpersonal skills using tact, patience, and courtesy.~~
~~Work organization and basic office management principles and practices.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~
~~Oral and written communication skills.~~
~~District organization, operations, policies and objectives.~~
~~Referral agencies, services, and departments on and off campus may be required for some assignments.~~
~~Screening and interviewing techniques may be required for some assignments.~~

Ability to:

~~Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.~~
~~Understand, interpret, apply, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.~~
~~Perform a range of technical, program support, administrative, and clerical duties involving the use of independent judgment and personal initiative.~~
~~Implement procedures for the day-to-day operations of assigned program areas.~~
~~Assist in the preparation of calendar of events and workshops related to area of assignment.~~
~~Coordinate and conduct workshops, seminars, special event, class presentations, orientations, and tours.~~

~~Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning assigned program area, functions, and resources.~~
~~Orient students, staff, and public to resources and services related to area of assignment.~~
~~Independently compose and prepare routine correspondence and memoranda.~~
~~Prepare a variety of clear and concise administrative and financial records.~~
~~Implement and maintain filing systems.~~
~~Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.~~
~~Respond to requests and inquiries from students, staff, or the public; effectively present technical information in person or on the telephone to students, staff, or the public.~~
~~Screen, interview, and assess needs of students and clients.~~
~~Use sound judgment in recognizing scope of authority.~~
~~Type or enter data at a speed necessary for successful job performance.~~
~~Train and provide work direction to others.~~
~~Plan and organize work to meet schedules and changing deadlines.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Work effectively with minimal supervision.~~
~~Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree or ~~the equivalent~~ sixty (60) units in a related field.

Experience:

Two (2) years of responsible clerical and program support experience ~~including some experience in a student services area involving frequent student contact.~~

EQUIVALENCY PROVISION:

In the absence of an Associate's degree or sixty (60) semester units of college level coursework in a related field, the equivalent to the completion of high school and four (4) years of clerical and program support experience is qualifying.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Veterans Services Coordinator

New classification

VETERANS SERVICES COORDINATOR

RANGE: 42

SUMMARY DESCRIPTION

Performs a variety of specialized duties involved in coordinating and overseeing the day-to-day operations of the Veterans Resource Center (VRC) at an assigned campus; provides support services to veteran students, including certifying educational benefits.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Coordinates and oversees the day-to-day operations of the Veterans Resource Center (VRC) at an assigned campus; interprets, explains and implements policies and procedures in support of the District's admissions, eligibility and applicable federal and State statutes and guidelines related to veteran educational benefits.
2. Serves as a liaison and resource for veterans' affairs; assists in the planning, development and implementation of the District's Veterans Educational program designed to encourage the success and retention of veteran students.

3. Provides specialized support services such as assisting veteran students with finding on or off campus employment, housing, community resources, rehabilitation services, counseling services, and referrals to internal and external Veterans Administration (VA) services.
4. Provides a variety of information and assistance to students, staff, the public, and outside agencies concerning admissions, veteran benefits, eligibility, registration, transcripts, and student records policies and procedures; educates prospective students on VA benefits and educational opportunities at the college.
5. Performs certification of GI Bill recipients, veterans' educational benefits, payment of benefits in accordance with the Department of Veterans Affairs' regulations and procedures.
6. Ensure eligible veteran students receive basic housing allowances, book stipends, VA work-study opportunities, and related benefits.
7. Plans, coordinates and implements the campus-based, veteran focused events, outreach and related promotions of the District's veterans' educational services; represents the District at special events; establishes community awareness of the District's applicable services available for VA benefits.
8. Performs a variety of duties involved in conducting student admissions processing and registration activities; assembles materials and equipment utilized at registration stations; screens students for testing and determines residency status according to established guidelines; schedules veteran student assessment testing dates.
9. Assists students with application procedures, financial aid programs, and other applicable student services; provides assistance in resolving problems in relation to veteran student issues.
10. Prepares and maintains student records and files for reporting purposes.
11. Assists in monitoring expenditures and related VRC budgets; researches and recommends equipment and materials for the Veterans Resource Center (VRC).
12. Distributes forms, petitions, transcript requests, and other forms to students as required.
13. Collaborates with District staff, the County of San Bernardino Department of Veterans Affairs, State Chancellor's Office, and other community partners serving veterans and their families.
14. Performs other duties as related to the primary job duties.

QUALIFICATIONS

Knowledge of:

- ~~Operational characteristics, services, and activities of the Veterans Educational program and Veterans Affairs.~~
- ~~VA regulations and policies related to educational benefits i.e. the Montgomery G.I. Bill.~~
- ~~Admissions and matriculation processes.~~
- ~~Applicable sections of State Education Code and other rules and regulations relative to the area of assignment.~~
- ~~Pertinent federal, state, and local laws, codes, and regulations relating to the Veterans Affairs.~~
- ~~Technical aspects of assignment, including residency requirements, veterans service benefits, community resources, transcripts, and continuing education.~~
- ~~Recordkeeping and report writing methods and techniques.~~

- ~~Basic knowledge of word processing software, spreadsheets, social media, Internet, e-mail system, and PowerPoint software.~~
- ~~Modern office practices, procedures, and equipment.~~

Ability to:

- ~~Operate a variety of office equipment, a computer, and assigned software.~~
- ~~Gather and analyze data and situations and make appropriate decisions.~~
- ~~Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic-religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.~~
- ~~Interpret and apply pertinent federal, state, and local policies, laws, and regulations as it relates to the position.~~
- ~~Prioritize work assignments in order to meet important deadlines.~~
- ~~Establish and maintain full confidentiality of information and records of students.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~Maintain records and prepare reports.~~
- ~~Maintain current knowledge of rules and regulations related to assigned activities.~~

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation

- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- Bachelor's degree from an accredited college or university.

Experience:

- Three (3) years of increasingly responsible experience in financial aid, student services, or Veterans Affairs office in a post-secondary institution.

Equivalency Provision:

- In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units and five (5) years of increasingly responsible experience in financial aid, student services, or Veterans Affairs office in a post-secondary institution is qualifying.

Preferred Experience:

- Experience working in or familiarity with a Veterans Affairs Program.

License or Certificate:

- Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight, up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

TECHNOLOGY AND RESEARCH SERVICES

Computer Technician

~~COMPUTER TECHNICIAN~~ TECHNOLOGY SUPPORT TECHNICIAN

Range: 38

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision,~~ Performs a variety of minor technical support duties to assist faculty, staff, and students in operating and troubleshooting a variety of technical equipment including computers, printers, and copy machines in ~~campus-wide areas or in an~~ assigned ~~non-instructional~~ areas ~~or lab~~.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists faculty, staff, and students with the general use of a variety of ~~personal~~ computers and other technical equipment; demonstrates procedures and functionality; ~~assists faculty, staff and students in the creation and triage of helpdesk trouble tickets.~~
2. Assists students in accessing email, ~~blackboard~~ learning management system accounts, ~~class registration~~ student information system, financial aid applications, ~~websites for class research, and distance education programs.~~
3. Troubleshoots, repairs, and maintains ~~LAN, including~~ computers, ~~hubs, switches~~ and other peripheral devices.
4. Performs routine maintenance on computer hardware and copiers.
5. Installs computer software; sets up computer hardware for use in a laboratory environment; cleans and maintains computer related hardware and copiers.
6. Troubleshoots malfunctions and performs repairs to hardware and software; prepares equipment for major repairs.
7. Performs software maintenance on ~~hard disks and LAN~~ computers.
8. ~~Creates simple computer programs to provide ease-of-use for computer users;~~ Learns the operation of software in order to ~~inform and assist train~~ students and staff.
9. Maintains inventory of computer related equipment and software; ~~notes~~ notifies appropriate staff when ordering is necessary.
10. ~~May provide training or supervision to student assistants.~~
11. Performs ~~other duties~~ related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Considerable knowledge of operation and repair of a variety of personal computer hardware and software.~~

~~Routine maintenance procedures for copiers and computer hardware.~~

~~Record keeping and office operation practices.~~

~~Working knowledge of basic supervisory principles.~~

Ability to:

~~Operate and repair personal computer hardware and office equipment.~~

~~Fill out forms and prepare simple correspondence.~~

~~Coordinate the work of others.~~

~~Follow oral and written instructions.~~

~~Set up and maintain computer stations.~~

~~Maintain records and files.~~

~~Organize, inventory and store equipment and materials.~~

~~Meet strict work schedules and deadlines.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the ~~twelfth-grade~~ high school supplemented by **twelve (12) units of** college level course work in computer science or a related field.

Experience:

Two (2) years of experience in the operation and repair of computer equipment and other office equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight **up to 35 pounds; may lift, carry, push, and/or pull heavier amounts of weight with or without assistance;** to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Data Analyst

DATA ANALYST

Range 47-53

Class specifications are intended to present a descriptive list of the range of duties performed by employees

in the class. Specifications are ***not*** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~Under administrative direction, the Data Analyst~~ Performs a variety of complex technical work related to the interpretation, maintenance and reporting of data; coordinates, maintains and facilitates the District-wide processes and reporting of data to State and federal agencies and other approved external agencies.

~~This position audits, prepares, and verifies the quality of the data for a variety of program activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, and Integrated Postsecondary Education System (IPEDS), and other approved external databases. This position also interfaces with users and administrators to assess, train, and assist with the implementation, conversion, and customization of administrative software solutions.~~

~~Incumbents are assigned to perform a wide range of general technical, and program support duties independently for assigned program area requiring a broad knowledge of the assigned program or functional area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Audits, prepares, and verifies the quality of the data for a variety of program activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, and Integrated Postsecondary Education System (IPEDS), and other approved external databases.
2. Develops training solutions and trains Administrative Systems users on procedures and innovations related to Administrative Systems and data management functions and provides technical training and support to the District departments, staff and administrators with regard to data reporting.
3. Writes and/or revises user training manuals, ~~and~~ procedures; assists in the development of forms and work procedures related to Administrative Systems processes and data collection.
4. Assists District management in compliances with federal and state data requirements provided in a variety of laws and regulations. Reviews state changes and updates the college's procedures to ensure continued compliance; creates files and maintains records as appropriate.
5. Assists users and ~~Computing Services technical~~ Informational Technology (IT) staff in diagnosing and resolving problems; investigates and resolves problems and errors related to Administrative Systems processes and data collection; maintains and documents related help desk tickets.
6. ~~Develops and maintains relations and communication~~ Serves as liaison between users of the Administrative System and ~~District Computing Services (DCS)~~ IT.
7. Assists ~~District~~ department managers to stay current with operational best practices, federal and state data requirements provided in a variety of laws and regulations, that relate to functional use of Administrative Systems.

8. Coordinates on-going large systems functions that interface with external organizations or that involve multiple colleges, departments or other ~~disparate groupings~~.
9. ~~Reports-Provides~~ updates and status on in-process work and/or projects ~~as necessary~~. Attends meetings as appropriate to keep informed of issues and decisions being made in assigned areas.
10. Evaluates, tests, and documents new or modified functionality of the Administrative Systems when patches or upgrades are being applied to the software; maintains operations and user documentation as system modifications are implemented.
11. Assists users in the decision-making process regarding codes, parameters, data conversion specifications, standards and regular reporting needs; assists with critical user production and project scheduling; makes recommendations for new reports, screen designs, implementation strategies, and priorities.
- ~~12. Assist college management and users in the development of forms and work procedures related to Administrative Systems processes and data collection.~~
- ~~13. Investigates and resolves problems and errors related to Administrative Systems processes and data collection. Maintains and documents help desk tickets related to those issues handled.~~
14. Develops calendar of events and other schedules related to assigned District activities and services; reviews, updates, and informs others of essential timelines; coordinates assigned District activities; assures the timely completion of work in accordance with established policies and procedures.
- ~~15. Applies applicable policies and procedures to verify and review various files and reports for completeness and compliances with established regulations and procedures.~~
16. Compiles information from various sources and prepares appropriate reports; reviews data and prepares special and periodic reports related to an assigned project and/or program area including state and federally mandated reports; ~~reviews various files and reports for~~ ~~verifies~~ accuracy, completeness, and compliance to rules, procedures, regulations, policies, and other mandates.
17. Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
18. Coordinates, develops and maintains communication and activities with other District departments and personnel, educational institutions, governmental and private agencies.
19. ~~Attends professional group meetings and workshops;~~ ~~Stays abreast of current with~~ new trends and maintains a working knowledge of information related to area of assignment.
20. Performs other ~~duties~~ related ~~to the primary job~~ duties ~~as assigned~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles, practices, procedures, and techniques involved in the collection, interpretation and reporting of data.~~

~~Computer systems common in higher education administration~~

~~Data mart concepts, structures, and technologies.~~

~~State reporting and State Management Information System.~~

~~Considerable knowledge of Title 5 and other guidelines related to mandated reporting.~~

~~Current office computer technology, procedures and practices.~~

~~All aspects of computer operations with a special emphasis on general business applications.~~

~~Program testing and implementation.~~

~~Principles of training/supporting technology users.~~

Ability to:

~~Provide training and support to technology users on new and existing systems and software.~~

~~Work independently in performance of duties.~~

~~Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.~~

~~Analyze information, solve problems, and develop and implement solutions.~~

~~Understand and interpret federal and state laws, regulations, and guidelines.~~

~~Use correct English grammar, punctuation, and spelling.~~

~~Establish priorities, schedule and coordinate work flow.~~

~~Follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing with technical and non-technical employees.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree from an accredited college or university with major course work in computer science, business systems, or a related field.

Experience:

Four (4) years of experience in educational administrative support, data management and reporting.

Preferred:

- ~~1. California Community College experience in administrative student systems, data management and reporting.~~

Equivalency Provision:

In the absence of an Associate's degree from an accredited college or university with major course work in computer science, business systems, or a related field, equivalent to the completion of high school and six (6) years of experience in educational administrative support, data management and reporting is qualifying.

Desired Education/Experience:

California Community College experience in administrative student systems, data management and reporting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: December 2011

Revised: August 9, 2012

Database Administrator

Abolish classification; duties are in the Senior Technology Support Specialist classification.

DATABASE ADMINISTRATOR

Range: 54

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under the direction of the Technical Director, plans, prioritizes and supervises the accessibility and manipulation of the District databases; maintains responsibility for District databases related to policies, procedures, software utilities, performance, security, and recovery; assist in the development of policies and procedures; implements policies and procedures; performs analysis on complex database systems; and performs other related work as assigned.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification

- ~~1. Recommend and assist in the development and implementation of department goals, objectives, policies and procedures.~~
- ~~2. Analyze and recommend approach and time frame for vendor release upgrades and installations.~~
- ~~3. Collaborate with users in the construction of testing procedures to ensure accuracy of information systems and data integrity.~~
- ~~4. Manage and maintain databases on central and college servers including instance capacity planning and implementation, procedures, tools for access, and monitoring and tuning of District databases to ensure ongoing operation and access.~~
- ~~5. Design, develop and analyze installation checklists and benchmarks for testing new software releases; prepare and maintain documentation for database maintenance, backup and recovery procedures.~~

6. ~~Plan, develop, implement, and administer disaster recovery plans for the database environment to ensure database integrity.~~
7. ~~Assist in Administrative Information Systems application support and maintenance.~~
8. ~~Implement upgrades, patches, and fixes associated with District databases and Administrative Systems applications.~~
9. ~~Design and create new databases and refresh test/development database environments.~~
10. ~~Provide administrative support for the operating system resident on the Administrative Information System (SIS) server.~~
11. ~~Participate in the assessment of vendor product valuations and selection as assigned.~~
12. ~~Coordinate the management of databases, storage, complex user privileges, and database users.~~
13. ~~Participate in meetings related to assignment; attend staff and college committee meetings as necessary. Attend conferences as needed.~~
14. ~~Prepare cost estimates for budget recommendations; submit justifications for computer equipment and supplies.~~
15. ~~Document assignment status as required; appraise manager of problems or unexpected resource requirements.~~
16. ~~Provide security management related to databases; recommend and implement new or revised security policies and procedures.~~
17. ~~Develop database standards.~~
18. ~~Work with other project members and/or vendors on new and existing systems to develop timelines for deployment, maintenance and upgrade schedules.~~
19. ~~Perform other related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Computerized data systems and peripherals, including machine capabilities and applications potential.~~

~~Operational characteristics and techniques of large databases.~~

~~Principles and techniques of complex computer programming, systems analysis, data processing and programming documentation.~~

~~Management of complex databases.~~

~~Uses, capabilities, characteristics and limitations of computers and related equipment.~~

~~Complex computer operating methods, languages and procedures.~~

~~Records storage and handling techniques.~~

Ability to:

~~Perform all of the relevant duties of the position with minimal direction.~~

~~Establish objectives and develop formal plans pertaining to database administration and support.~~

~~Develop and administer policies and procedures in a complex information technology organization.~~

Analyze multi-dimensional technical problems and develop and implement appropriate solutions.
 Read, understand, and apply information from technical manuals.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Apply formal principles and techniques with support of the database structures, including security, enhancements, performance tuning, and customizations.
 Support the process of information collection, storage, management, manipulation, and distribution to meet analysis and reporting requirements.
 Maintain data integrity of the database.
 Communicate effectively orally and in writing.
 Demonstrate an understanding and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic, and disability background of the student and community population.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—A typical way to obtain the knowledge and abilities would be:

Required Education/Training:

An Associate's degree from an accredited college or university with major course work in computer science or a related field or equivalent.

Experience:

Five years of increasing responsible experience in programming, systems analysis and database management.

Desired Qualifications:

1. Experience that demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of students and employees, including those with physical and learning disabilities.
2. Experience in a community college environment or setting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with some travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: May 2009

Revised: 1/19/12

Distance Education System Administrator

DISTANCE EDUCATION SYSTEM ADMINISTRATOR

Range: 46

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction, Provides support ~~to the Office of Distance Education~~ in the day to day administration of the Learning Management System (LMS) by coordinating all aspects of the delivery of online classes, performing skilled and technical duties, and providing training in the use of online technology.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. ~~Provides~~ Performs a variety of technical duties to support ~~to the day-to-day administration of the Learning Management System (LMS) Office of Distance Education; creates user accounts; creates course shells~~ including user account and course shell creation; maintains and upgrades server software; monitors and troubleshoots integration of data from one system to another.
2. Works with technical support staff of vendors and ~~District Computing Services~~ technology services to facilitate smooth operation ~~of the LMS~~.
3. Designs, duplicates, converts, and produces media in a variety of delivery formats.
4. ~~Conducts~~ Provides training sessions on the utilization of course management-related software and distance education technologies.
5. ~~Advises faculty on~~ Provides information to faculty regarding online software and coordinates the delivery of online course content.
6. Provides ~~high-quality~~ technical support for students and staff having difficulty using distance education technologies.
7. Maintains a knowledge base of new and emerging technologies that affect distance education related technologies.
8. Stays ~~abreast of current with~~ advances in technology and ~~keeps current on~~ relevant technology changes.
9. Provides ~~Tier II Learning Management System (LMS)~~ support training to faculty, staff, and students.
10. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Course delivery modalities.~~

~~Pedagogic and technical strategies to deliver training to faculty, staff, and students~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Ability to:

~~Work independently with little direction.~~

~~Analyze situations accurately and adopt effective courses of action.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Speak publicly.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Understand and follow oral and written directions.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone, email, or in person.~~

~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Troubleshoot and resolve hardware and software problems.~~

~~Design, develop, and use multimedia resources.~~

CORE COMPETENCIES:**Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major coursework in computer science, instructional technology, or a related field. ~~At least four (4) years of experience in technical support and/or end-user training experience can be used in lieu of a bachelor's degree.~~

Experience:

Two (2) years of experience providing system administration and/or end-user support consisting of responsibility for software, application support, and end-user training providing technology related training in small and/or large group settings.

Equivalency Provision:

~~In the absence of a Bachelor's degree from an accredited college or university with major coursework in computer science, instructional technology, or a related field, an Associate's degree from an accredited college or university with major coursework in computer science, instructional technology, or a related field and four (4) years of experience providing system administration and/or end-user support consisting of responsibility for software, application support, and end-user training providing technology related training in small and/or large group settings is qualifying.~~

~~In the absence of an Associate's degree from an accredited college or university with major coursework in computer science, instructional technology, or a related field, completion of high school or the equivalent and six (6) years of experience providing system administration and/or end-user support consisting of responsibility for software, application support, and end-user training providing technology related training in small and/or large group settings is qualifying.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, **with some travel from site to site.**

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 21, 2018

Johnson & Associates Revised: January 2007

Revised: May 31, 2018

Distributed Education System Administrator

Abolish classification. This classification was re-written as the Distance Education System Administrator.

~~DISTRIBUTED EDUCATION SYSTEM ADMINISTRATOR~~

~~SUMMARY DESCRIPTION~~

~~Under general direction, provides support to the Office of Distributed Education by coordinating all aspects of the delivery of online classes, perform skilled and technical duties, and provide "train the-trainer" training in the use of online technology.~~

~~REPRESENTATIVE DUTIES~~

~~The following duties are typical for this classification.~~

- ~~1. Provides a variety of technical support to the Office of Distributed Education; creates user accounts; creates course shells; maintains and upgrades server software; monitors and troubleshoots integration of data from one system to another.~~
- ~~2. Works with the technical support staff of vendors and District Computing Services to facilitate smooth operation.~~
- ~~3. Designs, duplicates, converts, and produces media in a variety of delivery formats.~~
- ~~4. Conducts training sessions for trainers on course management-related software and distributed education technologies.~~
- ~~5. Advises faculty on online software and coordinates delivery of online course content.~~
- ~~6. Provides high quality technical support for students and staff having difficulty using distributed education technologies.~~

7. ~~Maintains a knowledge base of new and emerging technologies that affect distributed education related technologies.~~
8. ~~Stays abreast of advances in technology and keeps current on relevant technology changes.~~
9. ~~Operate a computer and assigned software.~~
10. ~~Perform other duties as required, related to the primary job duties of the assigned position.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Distributed education delivery modalities.~~
- ~~The principles of telecommunications operations.~~
- ~~Operation of a computer and assigned software and peripherals.~~
- ~~Troubleshooting techniques for assigned computers and software programs.~~
- ~~Applicable recording, platforms, and file formats.~~
- ~~Principles of training.~~
- ~~Public speaking techniques.~~

Ability to:

- ~~List ability statement. Work independently with little direction.~~
- ~~Analyze situations accurately and adopt effective courses of action.~~
- ~~Adapt to changing technologies and learn the functionality of new equipment and systems.~~
- ~~Create and follow oral and written instructions.~~
- ~~Train and provide guidance to others.~~
- ~~Speak publicly.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines — *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Two years of experience in a network environment, providing administration and support.

License or Certificate:

None./A

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed primarily in a standard office setting, with some travel from site to site.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

Edustream Web Applications Developer

Abolish; specific work that was tied to a grant program that no longer exists.

EDUSTREAM WEB APPLICATIONS DEVELOPER **RANGE: 54**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

This is a full-time categorically funded position and is contingent upon the availability of funds and "life of the grant".

SUMMARY DESCRIPTION

~~Under the direction of the appropriate administrator, the position will develop and maintain computer applications for EduStream; responsible for the day to day maintenance and operation of the EduStream web site; and coordinates web functions, monitors activities, incorporates new technologies and enhances the EduStream web site.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Designs and develops systems, modules, programs and procedures including testing and technical documentation.~~
- ~~2. Design and implement web interfaces for EduStream.~~
- ~~3. Develops and/or reviews user documentation and training to assure technical accuracy.~~
- ~~4. Performs programming in the language as directed including SQL.~~
- ~~5. Develops new reports; rewrites existing applications; writes new procedures and/or functions for new production requirements and one-time programs for testing or to correct production problems.~~
- ~~6. Gathers requirements and/or specifications for EduStream computer applications.~~

7. ~~Develops clear, detailed technical and user documentation that will facilitate support for developed applications.~~
8. ~~Performs periodic checks on the web server to ensure software and hardware is functioning correctly.~~
9. ~~Queries database to assist users and provide requested information.~~
10. ~~Maintain current knowledge of web technologies and communicate the information to promote and support system usage.~~
11. ~~Provide current information and support on EduStream uses and services.~~
12. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles and techniques of software design and implementation skills with programming languages used by the District.~~

~~Principles and methods of system analysis and program design.~~

~~Methods, principles and techniques of web design, development and implementation.~~

~~Proficiency in programming languages as C#, ASP.NET, HTML and CSS in Microsoft's Visual Studio; Java and JavaScripts; and Microsoft's SQL Server.~~

~~Microsoft Office products.~~

~~Multiple scripting and/or programming languages.~~

Ability to:

~~Study, identify, and resolve complex operation problems/develop and revise computer systems applications.~~

~~Design, build, deploy, and support applications in a complex, distributed data environment.~~

~~Participate in the development and administration of goals, objectives, and procedures for EduStream.~~

~~Gather and analyze data and situations and make appropriate decisions.~~

~~Prepare and present comprehensive, concise, clear oral and written reports.~~

~~Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.~~

~~Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Work in a team environment.~~

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work preferably in Computer Science or a related field.

Required Experience:

Six (6) years of programming experience in C# and ASP.NET; HTML and CSS; Java and JavaScript; or SQL.

License or Certificate:

Possession of a valid California driver's license and show proof of a good driving record with the California Department of Motor Vehicle.

Preferred Experience:

Experience that demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 5, 2009

Instructional Technology Specialist

INSTRUCTIONAL TECHNOLOGY SPECIALIST

RANGE: 54

SUMMARY DESCRIPTION

Under general supervision, the Instructional Technology Specialist will provide professional services to faculty, staff and students. Working independently, as well as in a team, the Instructional Technology Specialist will collaborate on online course development projects in areas such as web development, media development, and instructional design. The Instructional Technology Specialist may conduct one-on-one consultations with faculty, staff and students and works with college professional development groups to develop training programs to promote effective practices in teaching and learning technologies.

Provides high level technical support and training for distance learning modalities and course design.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. ~~Develops training modules in various modalities for faculty, staff, and students on various software applications, web applications, learning management systems and computer operating systems~~ Consults with faculty and staff to adapt and transform interactive instructional materials based on recognized design principles and accessibility guidelines.
2. In consultation with campus distance education, professional development leads, and the Academic Senate Presidents, develops training modules in various modalities for faculty, staff and students on various software applications, web applications, Learning Management Systems (LMS), and computer operating systems.
3. ~~Conducts~~ Collaborates with the college professional development groups to assist with conducting needs assessments to determine needs for **technology** training and preferred learning modalities of faculty, staff and students and regularly redesigns training programs to meet needs and objectives.
4. Collaborates with faculty regarding online course development projects in areas such as web development, media development, and instructional design; may conduct one-on-one consultation with faculty, staff, and students.
5. Collaborates with the college professional development groups, distance education leads, and Academic Senate Presidents to develop training programs to promote effective practices in teaching and learning technologies.
6. Conducts evaluations of workshops, classes and training modules to assess effectiveness of delivery and content of instructional materials. Maintains records and prepare related reports.
7. ~~Delivers instruction~~ Provides training to ~~small and large groups of~~ faculty, staff, and students on the use of course management systems and other instructional tools.
8. Provides information on available **learning technological training** resources; ~~encourages participation in both group and individual learning programs.~~ organizes, prepares, distributes, and otherwise publicizes schedules of available training.
9. Performs computer system administrative services for server-based instructional technologies in support of district operations, ~~{such as the LMS Learning Management Systems};~~ assists with **integration of third-party tools to enhance functionality of the LMS.**
10. Provides assistance to faculty, staff and students in the use of computer-assisted managed instructional technology.

11. ~~In coordination with Technical Education Support Services (TESS) technical staff,~~ Assists with troubleshooting and resolving hardware and software problems as necessary. Recommends and designs software configurations appropriate for specific learning environments.
12. ~~Maintain currency~~ **Stays current** with advances in technology and maintains a knowledge base of new and emerging technologies and regulations that affect distance education.
13. Researches, evaluates, and recommends for purchase various commercially produced computer-based training modules and web applications for use in training.
14. Proactively plans use of information technology as an instructional tool District-wide; **evaluates, recommends, and implements instructional software standards, upgrade procedures, and maintenance activities.** Assesses and performs preliminary analysis for instructional systems development.
15. ~~Serves as college liaison~~ **Provides technological support** for state-wide professional development and training initiatives (such as @One Project, CVC – California Virtual Campus, EduStream, etc).
16. Performs **other duties** related to the primary job duties ~~as assigned.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Course-Delivery Modalities

~~Multiple computer operating systems, such as Windows and Mac OS.~~

~~Various productivity, multimedia, lecture capture, and e-learning authoring software, including MS~~

~~Office and Adobe Suite.~~

~~Software installation and maintenance techniques and procedures.~~

~~Pedagogic and technical strategies to deliver training to faculty, staff, and students.~~

~~Interpersonal skills using tact, patience, and courtesy.~~

~~English usage, grammar, spelling, punctuation, and~~

~~vocabulary. Oral and written communication skills.~~

Ability to:

~~Understand and follow oral and written directions.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Troubleshoot and resolve hardware and software problems.~~

~~Design, develop, and use multimedia resources.~~

~~Analyze situations accurately and adopt an effective course of action~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:**Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

MINIMUM REQUIREMENTS**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in education, instructional technology or a related field.

Experience:

Two (2) years of experience providing technology related training in small and/or large group settings.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with some travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: March 15, 2012 Revised: August 9, 2012

Multimedia Specialist

Abolished. Due to advances in technology, most duties are obsolete. Relevant duties are being performed by the Technology Support Specialists. Incumbent will be reclassified to new classification: Laboratory Assistant II – Multimedia.

MULTIMEDIA SPECIALIST

RANGE: 34

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, performs a variety of technical services in the installation, operation, and maintenance of instructional multimedia systems including audio equipment, video equipment, and computer-based multimedia systems; delivers and picks up equipment; performs maintenance and repair on multimedia equipment; participates in the training of college staff and instructors in the use of multimedia systems and equipment; and maintains a variety of records.~~

~~This is the journey level class within the Multimedia Specialist series. Employees within this class are distinguished from the Senior Multimedia Specialist in that the latter position organizes, coordinates, and oversees the functions and duties of the media center and provides functional and technical supervision over staff and students. Employees at the Multimedia Specialist level work independently and are fully aware of the operating procedures and policies of the work unit.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Delivers, installs, sets up, operates, maintains, and retrieves a variety of multimedia equipment including multimedia computer systems, audio systems, video, and projection equipment; ensures security of equipment by securing rooms and equipment.~~
2. ~~Receives and records incoming orders from faculty, staff, and administrators for equipment, media, and support requests from telephone, voice mail, e-mail, and hard copies; updates daily equipment and media delivery schedule.~~
3. ~~Checks out equipment and media to faculty, staff, and administrators; delivers and picks up equipment to and from classrooms; delivers and picks up multimedia equipment to off campus sites as necessary.~~
4. ~~Provides support and training for faculty, staff, students, and administrators on equipment operation and use and hardware and software; operates equipment as needed.~~
5. ~~Performs maintenance and repair of multimedia equipment; cleans equipment; replaces filters; troubleshoots problems; assists in coordinating major repairs with outside vendors as necessary including dropping off and picking up equipment.~~
6. ~~Duplicates material from video or digital video to DVD, VHS, or other medium as requested by students and staff; ensures compliance with state and federal regulations and mandates in connection with copyright laws applicable to audio-visual, microcomputer, and multimedia programs; assists in maintaining film and video libraries.~~
7. ~~Responds to inquiries and requests for information from students, faculty, staff, and visitors; provides information and suggestions for use of multimedia equipment; resolves complaints in an efficient and timely manner.~~
8. ~~Assists in converting classrooms, labs, and conference rooms to technology enhanced or smart classrooms as assigned.~~
9. ~~Assists in scheduling the use of multimedia equipment and materials.~~
10. ~~Assists in the inventory of multimedia equipment and supplies.~~
11. ~~Researches and recommends to higher level college staff suitable multimedia hardware, software, and/or services.~~
12. ~~Maintains a variety of records related to multimedia functions.~~
13. ~~Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles, practices, techniques and procedures of multimedia operations, maintenance and repair.
 Operational characteristics of multimedia equipment and tools.
 Principles of instructional design and video production and direction.
 Office procedures, methods, and equipment including computers.
 Principles of analog and digital electronic circuitry.
 Principles of data storage and maintenance.
 Principles and procedures of record keeping.
 English usage, spelling, grammar and punctuation.

Occupational hazards and standard safety practices.

Ability to:

Troubleshoot and repair mechanical digital audio-visual equipment and multimedia equipment.
 Operate audio equipment, video recording and display and equipment, computer based multimedia systems, on-line computer based multimedia distribution systems, distance learning system.
 Deliver multimedia equipment using standard handling procedures.
 Perform heavy lifting and maneuvering.
 Respond to complex requests for information and assistance.
 Plan and organize work to meet changing priorities and deadlines.
 Work independently in the absence of supervision.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in computer technology, video production or a related field.

Experience:

Two years of experience in multimedia operations and production.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in indoor and outdoor environments; travel from site to site; exposure to noise, dust, unpleasant odors, and inclement weather conditions; occasional exposure to risks controlled by safety precautions. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and multimedia equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved:

Johnson & Associates Revised: January 2007

Programmer

Abolished. Duties are in other classifications.

PROGRAMMER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, performs analysis, program design, coding, and other programming tasks to produce reports, mathematical calculations, and maintain data files; revises existing programs and procedures to resolve operational difficulties.~~

~~The Programmer class is distinguished from the Programmer/Analyst class in that the former is primarily responsible for developing the logic and coding in assigned programs, while the Programmer/Analyst class also assists in the developing systems for computer applications.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Writes new programs and performs testing and correcting of existing programs as requested by other District departments; develops query statements to extract data from database; converts the format of extracted data; tests new programs and makes them accessible to users; writes program documentation.~~
- ~~2. Prepares outline logic diagrams and block diagrams to indicate essential operations to be performed from initial stages to completion of the job.~~
- ~~3. Scans survey forms for the Research Analyst office; scans grade scanners and evaluation forms; orders forms for scanners and maintains form inventory.~~
- ~~4. Processes label printing requests from all departments; writes program statements to produce the labels.~~
- ~~5. Manages Help Desk Online ticket processing; assigns Help Desk Online projects to the appropriate person and prints reports for analysis by management.~~
- ~~6. Prepares operating instructions for use by computer operators; writes program documentation.~~
- ~~7. Assists in the review and definition of computer systems applications.~~
- ~~8. Stays abreast of advances in technology and keeps current on relevant technology changes.~~
- ~~9. Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Considerable knowledge of the principles and techniques of computer programming.
 Programming languages compatible with the District's computer system.
 Computer system operation.
 Scanning machines and corresponding software.
 Working knowledge of statistical methods and procedures.

Ability to:

Ability to analyze data and draw conclusions.
 Develop and revise computer programs.
 Develop clear, organized reports.
 Produce simple forms in web applications.
 Create a label process to produce the requested label format.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Analyze input and output requirements to determine optimum program structure.
 Read and understand advanced programming manuals.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of 30 semester units of college level coursework in data processing, computer science, or a related field.

Experience:

Two years of experience in programming data processing applications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Programmer/Analyst

Abolished. Duties are in other classifications.

PROGRAMMER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general supervision, performs analysis, program design, coding, and other programming tasks to produce reports, mathematical calculations, and maintain data files; revises existing programs and procedures to resolve operational difficulties.~~

~~The Programmer class is distinguished from the Programmer/Analyst class in that the former is primarily responsible for developing the logic and coding in assigned programs, while the Programmer/Analyst class also assists in the developing systems for computer applications.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- ~~1. Writes new programs and performs testing and correcting of existing programs as requested by other District departments; develops query statements to extract data from database; converts the format of extracted data; tests new programs and makes them accessible to users; writes program documentation.~~
- ~~2. Prepares outline logic diagrams and block diagrams to indicate essential operations to be performed from initial stages to completion of the job.~~
- ~~3. Scans survey forms for the Research Analyst office; scans grade scanners and evaluation forms; orders forms for scanners and maintains form inventory.~~
- ~~4. Processes label printing requests from all departments; writes program statements to produce the labels.~~
- ~~5. Manages Help Desk Online ticket processing; assigns Help Desk Online projects to the appropriate person and prints reports for analysis by management.~~
- ~~6. Prepares operating instructions for use by computer operators; writes program documentation.~~
- ~~7. Assists in the review and definition of computer systems applications.~~
- ~~8. Stays abreast of advances in technology and keeps current on relevant technology changes.~~
- ~~9. Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Considerable knowledge of the principles and techniques of computer programming.~~

~~Programming languages compatible with the District's computer system.~~
~~Computer system operation.~~
~~Scanning machines and corresponding software.~~
~~Working knowledge of statistical methods and procedures.~~

Ability to:

~~Ability to analyze data and draw conclusions.~~
~~Develop and revise computer programs.~~
~~Develop clear, organized reports.~~
~~Produce simple forms in web applications.~~
~~Create a label process to produce the requested label format.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Analyze input and output requirements to determine optimum program structure.~~
~~Read and understand advanced programming manuals.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Education and Experience Guidelines—*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

~~Equivalent to completion of 30 semester units of college level coursework in data processing, computer science, or a related field.~~

Experience:

~~Two years of experience in programming data processing applications.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed primarily in a standard office setting.~~

Physical: ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

Vision: ~~See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

Hearing: ~~Hear in the normal audio range with or without correction.~~

Board Approved: August 29, 1985

Johnson & Associates Revised: January 2007

Research Analyst

RESEARCH ANALYST

Range 54

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

~~This position~~ Performs a variety of professional, technical and analytical activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning and other measures of institutional effectiveness. ~~designs, develops and conducts institutional research and analysis projects and activities.~~

DISTINGUISHING CHARACTERISTICS

The Research Analyst classification is distinguished from Research Data Specialist classification in that employees in this classification perform more difficult and responsible types of duties such as the interpretation and reporting of data and statistics to provide information.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and Research Data Specialists.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning.
2. Receives and evaluates requests for data, statistical analysis, research projects and studies; prepares requests for processing; arranges and maintains project schedules and timelines; designs strategies to complete assignments; and analyzes and compares a variety of data.
3. Designs, develops and conducts institutional research and analysis projects and activities in support of areas such as instructional performance, program review, placement instruments, assessment and professional development; prepares and conducts related surveys and instruments.
4. Provides technical support and assistance to staff, faculty, administrators and others concerning institutional effectiveness and related data and statistics; responds to inquiries and provides technical information concerning related projects, reports, research, practices, policies and procedures.

5. Reviews, analyzes and arranges data according to project and study specifications and requirements; reviews a variety of data to assure accuracy and completeness; prepares statistics, researches data and reports for distribution and disseminates data to appropriate personnel.
6. Collaborates with staff, faculty and administrators in the design, development and implementation of research projects; advises personnel and others concerning research design, survey development and test validation; assists college staff with conducting classroom research projects.
7. Reviews, analyzes and provides recommendations concerning orientation, pre-requisite and counselor evaluation data; provides research support for State-mandated matriculation projects and activities including assessment test instruments, evaluations, analysis and recommendations.
8. Inputs and codes a variety of data and information into an assigned computer system; creates queries, extracts and manipulates information, develops tables and spreadsheets, generates links to data and produces a variety of computerized data, records and reports data for use in projects studies and analysis.
9. Provides research support ~~for academic departments and programs~~ by designing appropriate surveys and other data collection instruments; designs and implements follow-up evaluation activities for various research projects.
10. Prepares a variety of narrative and statistical records, reports and files related to institutional planning, research projects, data analysis, analytical methods, findings, conclusions, decision-making and assigned activities; designs and produces related charts, tables and graphs.
11. ~~Attends~~ Represents the department and participates in various ~~committees and~~ meetings as assigned; prepares and delivers oral presentations concerning study and project data, findings and related reports.
12. Works collaboratively with instructional, Student Services, and administrative programs to design and conduct learning outcomes assessment; presents assessment options to programs and assists programs in reporting and integrating learning outcomes assessment findings.
13. Prepares written reports with accompanying tabular, graphic, and statistical contents; descriptions of analytical methods used; and narrative of results and conclusions.
14. Maintains accurate and confidential data files; conducts literature research; reviews and maintains current research literature.
15. ~~Assists with Maintains and updates with minor changes as necessary on~~ maintaining and updating the department website.

16. Provides guidance, training, and technical assistance to faculty, administrators, and staff during program reviews and annual planning; presents in-service professional development on various topics including SLO assessment, program review and planning, recent research findings, data literacy, data collection techniques, and other topics as necessary.
17. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles, practices, procedures and techniques involved in the research, collection, analysis interpretation and reporting of statistical data.
 Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
 Principles, methods and procedures of operating computers and peripheral equipment.
 Qualitative and quantitative analysis, and longitudinal and program evaluation studies.
 Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design.
 Survey, study, data collection and research project design, instruments, techniques and methodology.
 Report writing and statistical record keeping techniques.
 Data verification and clean up procedures.
 District organization, operations, policies, and procedures.
 Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.
 English usage, grammar, spelling, punctuation, and vocabulary.
 Interpersonal, oral and written communication skills.

Ability to:

Work independently and effectively.
 Provide technical assistance concerning institutional effectiveness and related data and statistics.
 Review, analyze and arrange data according to project and study specifications and requirements.
 Interpret findings and analyze data, and provide related recommendations.
 Develop, maintain and enhance appropriate applications, software systems, databases, interactive spreadsheets, data entry forms, report writers, and web-based systems.
 Prepare a variety of narrative and statistical records and reports.
 Keep accurate records and prepare statistical and narrative reports.
 Meet schedules and timelines; plan and organize work.
 Use correct English grammar, spelling, punctuation, and vocabulary.
 Make arithmetic calculations quickly and accurately.
 Understand and follow oral and written directions.
 Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Communicate clearly and concisely, both orally and in writing written~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, Computer Science, Statistics, Business, Mathematics, Economics or a related field.

Required Experience:

~~Four (4)~~ **Two (2)** years of research experience.

Preferred Experience:

1. Master's degree from an accredited college or university.
2. Experience in the California Community College environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Revised: March 15, 2012

Research Assistant

Abolished. Unique duties moved to Research Analyst classification.

~~RESEARCH ASSISTANT~~

~~*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*~~

SUMMARY DESCRIPTION

~~Under direction, performs a variety of duties related to the preparation and reporting of results on studies pertaining to the District's research agenda; assists in data collection, data review, data search, and other research as identified by the director; develops queries or programs to process data; analyzes data using software such as SPSS or other programs; and assists in the development of written reports and/or oral presentations.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Conducts a variety of studies for both instructional and non-instructional programs and services for the District.
2. Inputs, formats, and reports institutional information; runs statistical analysis as necessary.
3. Collects and inputs a variety of data, including survey development using scannable publishing software or online tools.
4. Conducts literature research; reviews and maintains current research literature.
5. Maintains accurate and confidential data files in both hard copy and electronic form.
6. Prepares a variety of tables, charts, and graphs in Excel, SPSS, and PowerPoint; writes and edits material as well as writing drafts of material and data for presentation and/or publication.
7. Assists in conducting focus group interviews.
8. Interprets, synthesizes, and analyzes data using scientific or statistical techniques.
9. Modifies and plans research procedures, tests, or survey instruments.
10. Assists in research design and applies appropriate computer tools, statistical measures, and data collection techniques.
11. Reports on status of research activities.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Research design, data evaluation, and database management as applicable in higher education.
 Institutional research, statistics, statistical applications, collection and correlation of data.
 Computer based management information systems.
 Methods and techniques of technical analysis and report writing.
 Principles and techniques of research and analysis.
 Oral and written presentation techniques.
 Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform statistical research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.
 Edit and evaluate research text.
 Compile, organize and analyze data and prepare analytical reports and make recommendations.
 Review and maintain current research literature
 Assist in designing projects related to educational and institutional research.
 Perform appropriate statistical applications to research activities.
 Create and maintain research files and records related to variety of research projects and studies undertaken by the Research & Planning Department.

Independently compose and prepare correspondence and memoranda.
 Maintain complex and varied files and records.
 Type or enter data at a speed necessary for successful job performance.
 Plan and organize work to meet schedules and changing deadlines.
 Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Work independently and effectively in the absence of supervision.
 Present complex technical information both orally and in writing.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in computer science, mathematics, statistics, business, economics, or a related field.

Experience:

Two years of increasingly responsible experience in the collection, analysis, reporting, and presentation of research data.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Research Data Specialist

RESEARCH DATA SPECIALIST

Range: 42

Class specifications are intended to present a descriptive list of the range of duties performed by employees

*in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under the direction of an assigned manager, P~~ Performs a variety of technical and administrative duties in support of a college research office; assists in the preparation, collection, and reporting of results on studies; ~~uses computer systems to process outcomes assessment data; maintains outcomes assessment data for use in course, program, and institutional level assessments; assists in data collection, data review, data search, and other research as identified by the assigned manager; sets up and maintains files; audits data for completeness, and assists in the data verification process; collects, classifies, and tallies data to generate studies and reports in accordance with sound research practices; assists with survey scanning, data processing, and creation of data files for use by other research staff; assists in the development of written reports and/or oral presentations; and assists in processing budget and purchasing requests.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Assists in data collection, data review, data search, and other research as requested;~~ inputs, formats, and prepares quantitative and qualitative data for use in outcomes assessment at the course, program, and institutional levels.
2. Collects, ~~classifies, tallies,~~ inputs, and audits a variety of data, including quantitative and qualitative data.
3. ~~Sets up and maintains~~ accurate confidential data files in both hard copy and electronic form.
4. Assists in conducting focus group interviews, the modification of assessments and survey instruments, and the implementation and administration of large surveys, such as student satisfaction and campus climate surveys.
5. Assists other research staff in developing data collection instruments, databases, and data collection procedures; ~~assists with survey scanning, data processing, and creation of data files for use by other research staff.~~
6. Utilizes various computer applications and software packages, such as outcomes assessment data management systems and survey software, to assist with outcomes assessment, survey design and distribution, and the cleaning of data; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
7. ~~Updates and~~ maintains the department web site.
8. Collects, researches, compiles, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with

established regulations and procedures.

9. Coordinates and oversees specialized functions or projects independently as assigned; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
10. ~~Assists in~~ Provides input for the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to executive for control of expenditures; assists in resolving budget issues and problems; prepares budget/expense transfers; recommends budget revisions.
11. Recommends expenditures for office equipment, materials, and supplies; ~~may~~ initiate contact with vendors for various products and services ~~and assures their timely ordering, receipt, and storage; prepares purchase requisitions and expense reimbursements; assures proper functioning of office equipment; monitors and tracks invoices and other expenditures.~~
12. ~~Provides staff support to~~ Attends standing and ad hoc committees and other groups as assigned; ~~attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.~~ Assists in the development of written reports and/or oral presentations.
13. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Work organization and office management principles and practices.~~
~~Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.~~
~~Statistical procedures and mathematical concepts.~~
~~Interpersonal skills using tact, patience, and courtesy.~~
~~Processes, procedures, and practices of community college administration, including budgets and business.~~
~~Principles, practices and procedures of fiscal, statistical, and administrative research and report preparation.~~

Ability to:

~~Keep accurate records and compile detailed information from a variety of sources.~~
~~Create and work with a variety of databases.~~
~~Create and maintain research files and records related to variety of research projects and studies.~~
~~Independently compose and prepare correspondence and memoranda.~~
~~Maintain complex and varied files and records.~~
~~Research, compile, and assemble data from diverse sources.~~
~~Type or enter data necessary for successful job performance.~~
~~Plan and organize work to meet schedules and changing deadlines.~~
~~Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.~~

~~Maintain confidential, complex, and interrelated files and records.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Work independently and effectively.~~
~~Communicate complex technical information clearly, both orally and in written form~~
~~Communicate effectively with instructors, staff, administrators, and students to establish and maintain cooperative and effective working relationships.~~
~~Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.~~
~~Oversee and participate in the management of the administrative functions and operations of the assigned office.~~
~~Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.~~
~~Prepare a variety of clear and concise administrative and financial reports.~~
~~Work independently.~~
~~Exercise interpersonal skills using tact, patience and courtesy.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences

- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of ~~the twelfth-grade~~ high school supplemented by **twelve (12) units of** college level course work.

Experience:

One **(1)** year of experience in collecting and maintaining data.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 12, 2014

Senior Multimedia Specialist

Abolished. Due to advances in technology, most duties are obsolete. Relevant duties are being performed by the Technology Support Specialists.

~~SENIOR MULTIMEDIA SPECIALIST~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction, organizes, coordinates, and oversees the functions and duties of the multimedia center; trains and provides work direction to staff and students as assigned; performs a variety of technical services in the installation, operation, and maintenance of instructional multimedia systems including audio equipment, video equipment, and computer-based multimedia systems; delivers and picks up equipment; performs maintenance and repair on multimedia equipment; participates in the training of college staff and instructors in the use of multimedia systems and equipment; and maintains a variety of records.~~

~~This is the advanced journey level class in the Multimedia Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees are assigned the most difficult and responsible types of duties assigned to classes within this series including but not limited to organizing, coordinating, and overseeing the functions and duties of the media center and providing functional and technical supervision over staff and students. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification:

- ~~1. Organizes, coordinates, and oversees the functions and duties of the multimedia center; ensures appropriate staffing and optimum services to staff and faculty regarding multimedia equipment.~~
- ~~2. Trains and provides work direction to assigned staff and student workers as assigned; prioritizes and coordinates multimedia assignments and projects.~~
- ~~3. Delivers, installs, sets up, operates, maintains, and retrieves a variety of multimedia equipment including multimedia computer systems, audio systems, video, and projection equipment; ensures security of equipment by securing rooms and equipment.~~
- ~~4. Receives and records incoming orders from faculty, staff, and administrators for equipment, media, and support requests from telephone, voice mail, e-mail, and hard copies; updates daily equipment and media delivery schedule.~~
- ~~5. Checks out equipment and media to faculty, staff, and administrators; delivers and picks up equipment to and from classrooms; delivers and picks up multimedia equipment to off-campus sites as necessary.~~
- ~~6. Provides support and training for faculty, staff, students, and administrators on equipment operation and use and hardware and software; operates equipment as needed.~~
- ~~7. Performs maintenance and repair of multimedia equipment; cleans equipment; replaces filters; troubleshoots problems; coordinates major repairs with outside vendors as necessary including dropping off and picking up equipment.~~
- ~~8. Duplicates material from video or digital video to DVD, VHS, or other medium as requested by students and staff; ensures compliance with state and federal regulations and mandates in connection with copyright laws applicable to audio-visual, microcomputer, and multimedia programs; assists in maintaining film and video libraries.~~
- ~~9. Responds to inquiries and requests for information from students, faculty, staff, and visitors; provides information and suggestions for use of multimedia equipment; resolves complaints in an efficient and timely manner.~~
- ~~10. Converts classrooms, labs, and conference rooms to technology enhanced or smart classrooms as~~

~~assigned.~~

- ~~11. Schedules the use of multimedia equipment and materials.~~
- ~~12. Maintains inventory of multimedia equipment and supplies; orders equipment and supplies as necessary.~~
- ~~13. Researches and recommends to higher level college staff suitable multimedia hardware, software, and or services.~~
- ~~14. Maintains a variety of records, files, logs, reports, memorandums, lists, labels, statistics, schedules, work orders, and other district forms related to multimedia functions.~~
- ~~15. Attends and participate in professional group meetings; maintains awareness of new trends and developments in the field of multimedia; incorporates new developments as appropriate into programs.~~
- ~~16. Performs related duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operations, services, and activities of a college multimedia program.~~

~~Principles and practices of providing training, work direction, and guidance to lower level staff and student workers.~~

~~Advanced principles, practices, techniques and procedures of multimedia operations, maintenance and repair.~~

~~Advanced operational characteristics of multimedia equipment and tools.~~

~~Advanced principles of instructional design and video production and direction.~~

~~Office procedures, methods, and equipment including computers.~~

~~Advanced principles of analog and digital electronic circuitry.~~

~~Advanced principles of data storage and maintenance.~~

~~Principles and procedures of record keeping.~~

~~English usage, spelling, grammar and punctuation.~~

~~Occupational hazards and standard safety practices.~~

Ability to:

~~Independently perform the most difficult installation, testing, operation, and maintenance of instructional multimedia systems.~~

~~Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.~~

~~Troubleshoot and repair mechanical digital audio visual equipment and multimedia equipment.~~

~~Operate audio equipment, video recording and display and equipment, computer based multimedia systems, on-line computer based multimedia distribution systems, distance learning systems.~~

~~Deliver multimedia equipment using standard handling procedures.~~

~~Perform heavy lifting and maneuvering.~~

~~Respond to complex requests for information and assistance.~~

~~Plan and organize work to meet changing priorities and deadlines.~~

~~Work independently in the absence of supervision.~~

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college-level course work in computer technology, video production or a related field.

Experience:

Three years of experience in multimedia operations and production.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in indoor and outdoor environments; travel from site to site; exposure to noise, dust, unpleasant odors, and inclement weather conditions; occasional exposure to risks controlled by safety precautions. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and multimedia equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Senior Programmer/Analyst

SENIOR PROGRAMMER/ANALYST

RANGE: 63

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision, Provides analysis, design, and support of complex systems; performs programming functions and develops complex programming criteria; works closely with users in assigned

area to provide highly complex technical expertise. Incumbents are expected to be experts in sophisticated systems analysis techniques including quantitative analysis.

~~The Senior Programmer/Analyst class is distinguished from the Programmer/Analyst class by its responsibility for complex system studies and coordinating the programming function. Incumbents are expected to be experts in sophisticated systems analysis techniques including quantitative analysis.~~

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides lead support for assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Supports assigned area by investigating and analyzing problems; develops complex technical solutions that include the design, development, coding, testing, and ongoing support of programs to serve a variety of data management purposes.
2. Consults with District and college administrators regarding new computer applications or revisions of existing applications; installs and upgrades new application software.
3. Researches and evaluates information and procedures; performs feasibility studies and determines cost of applications.
4. Prepares data to meet mandated reporting requirements; documents procedures used; analyzes errors and makes programming changes.
5. Designs and modifies systems; defines input/output data relationships and operations.
6. Develops specifications for writing new programs.
7. Develops initial computer operation procedures for new or revised computer applications.
8. Documents and debugs new or modified systems.
9. Queries database to assist users and provide requested information.
10. Analyzes and corrects problems with programs written by vendors or other programmers; contacts vendors for support as needed; monitors patches.
11. Supports telephone registration system, making script changes and voice recordings as needed.
12. ~~May assist in assigning work or providing guidance to Programmers and Programmer/Analysts.~~
13. Plans for implementation of new systems.
14. Stays ~~abreast of advances in technology and keeps~~ current on relevant technology changes.
15. Performs ~~other duties~~ related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Thorough knowledge of the principles and techniques of software design and implementation skills~~

~~with programming languages used by the District's computer systems.~~
~~The operation, production capacity, programming characteristics, and limitations of the District's computer and database systems.~~
~~Principles and methods of system analysis and program design.~~
~~Methods of analyzing cost effectiveness and work flow.~~
~~Principles and methods of statistical analysis.~~
~~Principles and methods of accounting.~~
~~Microsoft Office products.~~

Ability to:

~~Guide a software design project from inception to implementation including the design of the system, and providing leadership and guidance to programmers.~~
~~Study, identify, and resolve complex operational problems/develop and revise computer systems applications.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*****Lead, Advanced or Senior Level Positions***

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to a~~ A Bachelor's degree from an accredited college or university with major course work in business information science, computer science, or a related field.

Experience:

~~Two (2)~~ Five (5) years of experience as a ~~Programmer/Analyst~~ involving programming, program testing, implementation, systems analysis and design. ~~Must be able to demonstrate the development and support of multiple projects that involves systems analysis, design, implementation, testing, documentation, and training skills.~~

Desired Education/Experience:

Experience in the development and support of multiple projects that involves systems analysis, design, implementation, testing, documentation, and training skills.

Equivalency Provisions

In the absence of a Bachelor's degree from an accredited college or university with major course work in business information science, computer science, or a related field, an Associate's degree from an accredited college or university with major course work in business information science, computer science, or a related field and seven (7) years of experience involving programming, program testing, implementation, systems analysis and design.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Senior Research & Planning Analyst

SENIOR RESEARCH & PLANNING ANALYST

RANGE: 58

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under the direction of an assigned manager, this position~~ Leads, designs, develops, and conducts highly complex projects using advanced social science research principles, methodologies, and statistical analyses in the college's institutional effectiveness, research and planning program to provide data and information regarding policy formation, program evaluation, state reporting requirements, decision making, and other measures of institutional effectiveness and planning ~~student learning outcomes (SLO), performance accountability measures, and climate surveys for use in institutional evaluation and improvement, and college planning and evidence-based decision-making. This position is the advanced journey-level in the research class series (analyst, assistant, and data specialist) and provides functional coordination of the work of other research and support staff.~~

DISTINGUISHING CHARACTERISTICS

The Senior Research Analyst classification is distinguished from Research Analyst classification in that employees in this classification perform more difficult and responsible types of duties such as the implementation of program reviews and planning activities and the functional coordination of the work of other research and support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates and provides support for assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates with ~~college~~-leadership to implement a ~~campus~~district-wide, strategic research and planning agenda including implementation of program reviews, ~~college~~-planning activities, accreditation, institutional grants, organizational change initiatives, and decision-making processes related to student success, governance, and institutional effectiveness; assists ~~the Dean~~ in monitoring progress on a portfolio of research studies and developing appropriate project timelines.
2. Conducts broad-scale and highly complex institutional research projects and studies; exercises project responsibility from conceptual design and problem definition/hypothesis development through data collection, analysis, interpretation and findings; prepares research and statistical findings in appropriate written and oral form for use by varying audiences and proper technical form for scholarly publication.

3. Designs methodologies and instruments for a variety of institutional research projects including studies of student performance measures; validity, reliability and accuracy of placement examinations and prerequisites; methods and tools for assessing outcomes; and assessment of institutional effectiveness.
4. Evaluates projects to determine proper statistical inquiry methods and formulates the investigative processes and procedures to be followed; employs advanced, sound, and innovative research methodologies and high-order statistical techniques.
5. Provides guidance, training, and technical assistance to faculty, administrators, and staff during program reviews and annual planning; generates appropriate research instruments and analyses for programs to interpret and present data in their final program reviews and annual plans.
6. Identifies and obtains required data resources; coordinates program-specific data collection to ensure data integrity and reliability; designs web-enabled, scannable, and other survey forms using specialized software.
7. Designs systems, tools, dashboards, visualizations, and portals to extract, collect, analyze, merge and report on data and information related to academic programs, curriculum, enrollment management, student demographics and outcomes, matriculation, assessment and other relevant data; extracts, transforms, and loads longitudinal database files from several sources such as district student and financial information systems, California Community College Chancellor's Office Management Information System (MIS), California Employment Development Department (EDD), and the Integrated Postsecondary Education Data System (IPEDS).
8. Collaborates with faculty and campus leadership to integrate SLO assessments into instructional improvement, institutional evaluation, and college planning activities and decision-making; develops and presents assessment options and advises faculty and college leadership on their efficacy.
9. ~~Provides work direction, technical research guidance, and training to other research and support staff; supervises professional experts, consultants and contractors, interns, and student assistants.~~
10. Develops, coordinates, and presents in-service professional development on various topics including SLO assessment, program review and planning, recent research findings, data literacy, data collection techniques, and other topics as necessary.
11. Collaborates with the institutional research and planning community to ensure ~~the college remains current~~ **currency** in the latest trends in research and data acquisition for the community college system; regularly makes presentations at regional, state, and national forums and organizations dealing with institutional research in higher education.
12. Analyzes research data and findings of other agencies and translates their implications and limitations as they pertain to the ~~District or~~ college; conducts literature reviews; analyzes trends in community college education, college and community characteristics, and anticipates planning and information needs.
13. Evaluates and develops recommendations for policies, procedures, and systems based on analysis of current and proposed programs and practices.
14. Represents the Office of Institutional Effectiveness, Research, and Planning on various governance committees and institutional projects.
15. Performs **other duties** related **to the primary job** duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles, practices, procedures and techniques involved in the research, collection, analysis interpretation and reporting of statistical data.~~
~~Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.~~
~~Principles, methods and procedures of operating computers and peripheral equipment.~~
~~Qualitative and quantitative analysis, and longitudinal and program evaluation studies.~~
~~Statistical procedures related to sampling, correlation analysis, prediction modeling, projections and other quantitative measures applied to education research and design.~~
~~Survey, study, data collection and research project design, instruments, techniques and methodology.~~
~~Report writing and statistical record keeping techniques.~~
~~American Psychological Association (APA) formatting and style guide.~~
~~Data verification and clean-up procedures.~~
~~District and college organization, operations, policies, and procedures.~~
~~Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.~~
~~English usage, grammar, spelling, punctuation, and vocabulary.~~
~~Interpersonal, oral, and written communication skills.~~
~~Principles of team leadership and motivation.~~
~~Principles of organizational theory, change, and leadership.~~

Ability to:

~~Work independently and effectively in the absence of supervision.~~
~~Provide technical assistance concerning institutional effectiveness and related data and statistics.~~
~~Review, analyze and arrange data according to project and study specifications and requirements.~~
~~Interpret findings and analyze data, and provide related recommendations.~~
~~Develop, maintain and enhance appropriate applications, software systems, databases, interactive spreadsheets, data entry forms, report writers, and web-based systems.~~
~~Prepare a variety of narrative and statistical records and reports.~~
~~Keep accurate records and prepare statistical and narrative reports.~~
~~Meet schedules and timelines; plan and organize work.~~
~~Use correct English, grammar, spelling, punctuation, and vocabulary.~~
~~Make arithmetic calculations quickly and accurately.~~
~~Understand and follow oral and written directions.~~
~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~
~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Effectively use tact, patience and courtesy with those contacted in the course of work.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A ~~Bachelor's~~ Master's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, Computer Science, Statistics, Business, Economics or a related field.

Experience:

Four (4) years of research experience, including at least one (1) year in institutional research, institutional effectiveness, or similar role in an institution of higher education.

Preferred Education/Training/Experience:

- ~~1. Master's degree from an accredited college or university.~~
- ~~2. Experience in the California Community College environment.~~
3. Experience working with complex datasets and facilitating program or college planning in an institution of higher education.

EQUIVALENCY PROVISION

In the absence of a Master's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, Computer Science, Statistics, Business, Economics or a related field, a Bachelor's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, Computer Science, Statistics, Business, Economics or a related field and four (4) years of research experience including three (3) years of experience in institutional research, institutional effectiveness, or similar role in an institution of higher education is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: October 8, 2015

Senior Technology Support Specialist**SENIOR TECHNOLOGY SUPPORT SPECIALIST**

RANGE: 63

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under general direction, has district-wide responsibility for~~ Performs a variety of duties in support of all aspects of information technology and data/voice infrastructure; provides enterprise and department-

level technology support; ~~partners with District computing to ensure compatible interchange of District and Campus supported data.~~

DISTINGUISHING CHARACTERISTICS:

The Senior Technology Support Specialist classification is distinguished from the Technology Support Specialist in that employees in this classification provide top level support for end users and design, develop, and research IT infrastructure, as well as providing lead support for assigned staff.

~~This is the advanced journey level class in the Technology Support Specialist series. The Senior Technology Support Specialist class has a broad responsibility for the design, implementation, and support of an enterprise-level network infrastructure at a district location. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including full responsibility for a large Wide Area Network. Positions in this class may provide lead direction to Technology Support Specialist I/II positions. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Designs, installs, configures, and maintains software, hardware, network systems, computer labs, and data lines; troubleshoots, repairs, and maintains LAN systems, including computers, servers, routers, switches, and other peripherals and their related software and accessories.
2. Manage the entire lifecycle of servers, storage and network equipment within the facility. Including receiving, racking, maintenance, and recycling.
3. Identifies and corrects complex network problems; analyzes ~~campus-district~~ service requests and develops solutions.
4. Collaborates with District ~~Computing Services~~ and college IT to ensure compatible interchange of District and campus data; consults with faculty and staff to develop solutions for office and lab technology; provides direction and oversight to vendors to ensure achievement of District ~~and college~~ goals.
5. Maintains enterprise network hardware, operating system software, systems software packages, and applications; maintains and updates network system security.
6. Design, install, configure, and maintain Virtual Infrastructure systems (Citrix, VMWare, Windows ~~Hyper-V~~) including hypervisor hardware, shared virtualization storage and resources, and individual virtual machines.
7. Maintains and communicates implementation schedules for the application of corrective maintenance; to resolve known network problems and maintain network stability and security.
8. Participates in developing, establishing, and documenting procedures for the proper use and support of enterprise network hardware and software.
9. Provides technical analysis and advice to ~~district~~ users to allow successful planning for network

configuration changes.

10. Plans, researches, and recommends changes to the enterprise network hardware and software configuration based upon District needs, technological advances, and cost-effectiveness.
11. Manages ~~the college's district-wide~~ information assets, including data, intellectual property, and licenses; ensures compliance with licensing agreements.
12. Develops bid specifications for the procurement of new hardware, software, or other services.
13. Installs, tests, implements, and maintains enterprise network hardware and software, including network hardware, operating systems, system management software, specialty network management or security-related systems, virtual infrastructure systems, WAN systems, LAN systems and other devices.
14. Monitors network utilization data and implements recommendations to better utilize resources for optimal performance and cost-effectiveness.
- ~~15. Provides guidance, training, and instruction to lower level technology staff and student assistants.~~
16. Stays ~~abreast of advances in technology and keeps~~ current on relevant technology changes.
17. Performs ~~duties related to the primary job duties as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Advanced knowledge of computer hardware, software, and network operations, protocols, and capabilities.~~

~~Network systems software and hardware.~~

~~Varied data-center hardware and software including stand-alone servers, blades, blade enclosures, storage devices, and the associated management software~~

~~Various virtualization technologies and their attendant requirements (e.g. VMWare, Citrix, Windows Hyper-V)~~

~~Network security management systems.~~

~~Project management concepts.~~

~~Microsoft and Linux servers and their operating systems.~~

~~User account administration.~~

~~LAN design, software installation, and operation; LAN and WAN security protocols.~~

~~Budgeting principles and practices.~~

~~Computer hardware, software, and peripheral installation and operation.~~

~~Telecommunication installation and troubleshooting.~~

Ability to:

~~Perform technology and product research, testing, installation, customization, and support.~~

~~Install computers, servers, hubs, and telecommunications lines.~~

~~Install and configure software applications on LANs.~~

~~Diagnose, troubleshoot, and rapidly respond to Virtualization specific issues as they arise related to hypervisors or virtual machines.~~

~~Plan for, implement, modify, and triage data-center resources including but not limited to, storage, connectivity, power usage, and rack space.~~

~~Respond to user requests for assistance and provide technical support for computer and network malfunctions.~~

~~Diagnose equipment and software problems using software and hardware based diagnostic tools.~~

~~Assist in the analysis of telecommunication system requirements.~~

~~Research, follow, implement and adapt to changing technology trends as related to all aspects under the purview of the position including emergent technologies, changes in software and network security, and storage technologies and strategies.~~

~~Read, interpret, and apply detailed technical written and oral instructions.~~

~~Learn District and College organization, operations, policies and objectives.~~

~~Plan and organize work.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines

- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself

- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

~~Responsible Host system and/or personal computer technical support experience in a Local Area Network (LAN) or Wide Area Network (WAN) environment may be substituted for the required education on a year for year basis.~~

Experience:

~~Five (5) Four (4) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training. Responsible Host system and/or personal computer technical support experience in a Local Area Network (LAN) or Wide Area Network (WAN) environment may be substituted for the required education on a year for year basis.~~

Equivalency Provision:

~~In the absence of a Bachelor's degree from an accredited college or university with major course work in computer science or a related field, an Associate's degree and six (6) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.~~

~~In the absence of an Associate's degree from an accredited college or university with major course work in computer science or a related field, the equivalent of completion of high school and eight (8) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily indoors with travel to various locations to provide user support and attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting;

to travel to various sites throughout the day; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 35 pounds; may lift, carry, push, and/or pull heavier amounts of weight with or without assistance**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

Revised: April 9, 2015, September 14, 2017

Senior Web Developer

New classification

SENIOR WEB DEVELOPER

RANGE: 63

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Manages the content, implementation, maintenance, improvement and support of the District's website and provides support for district-wide web applications and systems.

DISTINGUISHING CHARACTERISTICS

The Senior Web Developer classification is distinguished from the Web Developer in that employees in this classification provide support applications used district-wide and provide lead support for Web Developers in addition to routine Web Developer duties. Incumbent in this position are expected to have advanced knowledge of HyperText Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript of a server-side language such as Hypertext Pre-processor (PHP), Active Server Pages (ASP), .NET, Java, etc.

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Provides support for the assignments of Web Developers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs various duties in the maintenance and operation of the District's public and staff websites; manages SharePoint administration; ensures website and web pages comply with applicable policies, guidelines, and standards.
2. Coordinates web functions, monitors web activities, incorporates new technologies, and enhances existing websites; assists in design, development, and deployment of innovative tools to manage various tasks throughout the District.
3. Assists and provides training to Web Developers as needed; serves as lead for assignments and projects as assigned.
4. Assists in monitoring the life cycle of Public Key Infrastructure (PKI) certificates for District websites and portals; maintains software and certificates on district web servers.
5. Responsible for the development of custom .NET and PHP applications and creation of Code Repository for custom .NET, PHP and Structured Query Language (SQL) development projects.
6. Manages and configures Information Services on the Web Server; maintains security of district-wide web applications and database interfaces; works with state-wide applications to improve security and reduce fraud.
7. Creates new web pages, templates, and updates existing web pages as necessary; re-designs or realigns graphical elements and page layout as requested; uses current technologies to ensure proper display of website on various devices such as tablets and smartphones.
8. Assists with data integration into Microsoft SQL Server and other database products; 3rd party web application integrations, and other custom integrations, such as district-wide Single Sign On.
9. Ensures the website that it is efficient, user-friendly, and projects a professional image of the District; ensures compliance with applicable legal requirements and the District's policies on website usage.
10. Coordinates with departments to maintain the integrity, consistency, and accuracy of the written and graphical content of online publications.
11. Works collaboratively with faculty, staff, and administration on website development; provides support in creating web content, including custom development related to the Content Management System (CMS).
12. Supports district-wide program initiatives in creating functional databases and processing systems. Support homegrown desktop applications that are used to supplement current systems.
13. Provides up-to-date information on site analytics as requested; creates reports and data extracts using various reporting tools.
14. Recommends and implements processes, methods, and programs to continually improve systems district-wide.
15. Provide support to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.
16. Stays current on web technologies and communicate the information to promote and support system usage.
17. Performs other duties related to the primary job duties.

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in computer science, management information systems or a related field.

Experience:

Four (4) years of experience with Web design and development that includes managing a large organizational website (500+ pages).

Equivalency Provision

In the absence of a Bachelor's Degree from an accredited college or university with major course work in computer science, management information systems or a related field, an Associate's degree and six (6) years of experience with Web design and development that includes managing a large organizational website (500+ pages) is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Systems Analyst

SYSTEMS ANALYST

Range: 54 57

SUMMARY DESCRIPTION

~~Under the direction of the Director of District Computing Services, Performs a variety of duties in support of the acquisition, integration, implementation, and use of applications and systems. the necessary investigation, research, and analysis to provide management, technical personnel and end users with the information and specifications required to select, configure and operate computer systems and applications; assists in the development of standards and procedures to obtain optimum, reliable performance of installed systems; leads systems and software application installations and implementations including existing application module updates and/or new application module installations.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Evaluates~~ the performance and utilization of computer systems and make appropriate recommendations to management concerning effectiveness, efficiency and quality assurance.

2. Serves as primary liaison between specified user departments and **Information Technology (IT) District Computing Services**.
3. Performs research and analysis to provide management, technical staff, and end-users with information and specifications required to select, configure and operate computer systems and applications.
4. Performs project management activities such as **research, analysis**, estimating, scheduling, tracking and adjusting resource utilization to **assure ensure** timely, **and** accurate installation **and deployment** of computer systems and applications.
5. ~~Perform research and analysis supporting systems and applications projects.~~ Assists in the development of standards and procedures to obtain optimal performance of installed systems.
6. Provides technical support to programmers, analysts, operators and end users.
7. ~~Ability to~~ Works with various programming languages to provide application support.
8. Coordinates and leads systems ~~integrate~~ integrations, systems and software application installations, implementations, existing application module updates, and new application module installations ~~standards and maintain quality~~.
9. Evaluates, designs, and certifies the quality of required internal and external reports.
10. Serves as a liaison between vendors and the ~~District user community~~ end-users to develop standards, timeliness for deployment, maintenance and upgrades; configures applications; and evaluates user needs and satisfaction.
11. Performs **other duties** related to the primary job duties **as required**.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Operational characteristics of local area networks and computer systems.~~

~~Structured system analysis methodology techniques to build systems; design and deliver computer systems and services in a higher educational environment.~~

~~Methods in higher education administrative applications, such as Student Information System, Financial Aid, Human Resources and Finance.~~

~~Operational characteristics, methods and techniques in "Administrative Information Systems" (i.e. Datatel's Colleague) applications.~~

~~Operational characteristics of personal computing including DOS, Windows, and Windows Applications.~~

~~Principles and methods of system analysis.~~

Ability to:

Perform all of the relevant duties of the position with minimal direction.

Participate in the investigation and analysis of complex problems using interpersonal skills and technical knowledge to draft and propose effective solutions.

Participate effectively in the investigation, planning, design and installation systems and applications projects.

Estimate, schedule, track and adjust projects to effectively manage completion of projects.

Apply advance programming skills to the solution of complex technical problems.

Analyze complex systems and network problems and provide solutions that maximize performance, effectiveness and efficiency.

Adapt to changing technologies and learn functionality of new equipment and systems.

Read, understand, and apply information from technical manuals.

Communicate effectively orally and in writing.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Build team support.

Effectively communicate technical concepts orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CORE COMPETENCIES:**Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports

- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business information science, computer science, or a related field.

Experience:

Three (3) years of increasingly responsible experience in programming, systems analysis and database management.

DESIRED QUALIFICATIONS:

~~1.—Experience that demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of students and employees, including those with physical and learning disabilities.~~

~~2.—Experience in a community college environment or setting.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: May 2009

Technologies Coordinator

Abolished. Program no longer exists.

TECHNOLOGIES COORDINATOR

RANGE:44

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

This is a part-time, non-benefitted, categorically funded position and is contingent upon the availability of funds and "life of the grant".

SUMMARY DESCRIPTION

~~Under direction, performs a variety of activities designed to promote and publicize programs for the Center for Applied Competitive Technologies (CACT) programs; assists in the marketing, developing, coordinating and delivery of CACT programs to industrial businesses, middle schools, high schools, colleges, and community organizations.~~

REPRESENTATIVE DUTIES

~~The following duties are typical for this classification.~~

- ~~1. Provide support services for the Center for Applied Competitive Technologies (CACT) programs.~~
- ~~2. Assist in marketing, developing, coordinating and delivers CACT programs to industrial businesses, high schools and middle schools.~~
- ~~3. Develop, design, and disseminate marketing materials and program information to middle schools, high schools, community organizations, and industrial businesses.~~
- ~~4. Prepare and conduct oral presentations at middle schools, high schools, community organizations, and businesses.~~
- ~~5. Ensure students perform assigned projects in accordance with safe work practices; demonstrate the safe and effective operation, and use of tools and equipment.~~
- ~~6. Performs a variety of administrative support functions; prepares correspondence; updates client agreements/contracts; submits monthly invoices.~~
- ~~7. Responds to questions and inquiries from members of the general public, the media, and outside institutions and organizations; provides information within area of responsibility; resolves complaints in an efficient and timely manner.~~
- ~~8. Attends and participates in professional group meetings; provides information within area of responsibility; maintains awareness of new trends and developments in the field of marketing; incorporates new developments as appropriate.~~
- ~~9. Prepare and maintain records and files related to program services and activities.~~
- ~~10. Provide data to evaluate the effectiveness of CACT programs.~~
- ~~11. Maintain the security of project equipment and supplies.~~

12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of marketing and public relations.

Office procedures, methods, and equipment.

Mechanics, electronics, technology products, or industrial maintenance.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Must have strong organizational skills, strong public relations skills, and strong written and verbal skills.

Ability to:

Develop and write accurate and effective marketing and sales materials.

Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.

Establish and maintain community relationships.

Understand the nature of partnerships and identify mutual interests.

Assess community needs to develop appropriate service partnerships for assigned programs.

Lift and move up to 40 lbs.

Organize and maintain accurate records.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Work independently in the absence of supervision.

Education and Experience Guidelines—Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in marketing, engineering, technology or a related field.

Experience:

Four years of increasingly responsible experience in the engineering, technology, logistics, teaching, sales or public relations.

License or Certificate:

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a standard office setting occasionally in a mobile trailer work area and at various locations that requires travel from site to site; and exposure to loud noise, dust, grease, and moving parts of tools and equipment.

Physical:

Primary functions require sufficient physical ability and mobility to occasionally work in a mobile trailer work area setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to use protective devices such as goggles, masks, and gloves; to operate a wide variety of electronic and mechanical apparatus and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish color; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Board Approved: April 9, 2009

Technology Support Specialist I/II

Consolidated I/II.

TECHNOLOGY SUPPORT SPECIALIST ~~I/II~~

RANGE: 50

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under supervision (Technology Support Specialist I) or general supervision (Technology Support Specialist II), responsible for~~ Performs a variety of technical support duties in the operation, management, support, and maintenance of computer network hardware and software systems in support of administrative and instructional users in assigned department(s).

DISTINGUISHING CHARACTERISTICS

~~Technology Support Specialist I~~—This is the entry level classification in the Technology Support Specialist series performing routine and less complex technology support assignments while learning District policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Technology Support Specialist II

level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Technology Support Specialist II—This is the journey level classification in the Technology Support Specialist series. Employees within this class are distinguished from the Technology Support Specialist I by the performance of the full range of support duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties. This classification is distinguished from the next higher classification of Senior Technology Support Specialist in that the latter is responsible for providing lead direction to the Technology Support Specialist I/II classes and for its administration of a large Wide Area Network.

The Technology Support Specialist classification is distinguished from the Technology Support Technician classification in that this classification provides 2nd level end user support and manages network systems and software in coordination with the Senior Technology Support Specialist classification.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Installs, configures, troubleshoots, and maintains software, hardware, network systems, computer labs, and data lines; troubleshoots, repairs, and maintains LAN systems, including computers, servers, routers, switches, and other peripherals and their related software and accessories.
2. Installs, manages, and maintains network servers and server software on multiple platforms; updates and configures switches.
3. Documents networks, equipment inventories, software inventories, and repairs.
4. Maintains and manages data and record storage on servers; assists in controlling access to data by designing and enforcing data security measures.
5. Installs, administers, and troubleshoots telecommunications networks, equipment and IP telephones; may install wire/cabling in ceilings and walls.
6. Consults with faculty and staff to develop solutions for office and lab technology; consults with vendors, and District, and college personnel to develop and implement security standards and technology policy.
7. Provides recommendations to the departmental manager concerning enhancements to the hardware and software inventory.
8. Provides training Trains instructors, manager, lab technicians, and other staff to end users on the proper use of technology equipment and information security software and hardware use relevant to

~~the network functionality, network security and repair.~~

9. Performs software updates and upgrades.
10. May assist the departmental manager with the technology budget for computer equipment software acquisitions and support; requests quotes ~~and orders~~ from vendors for equipment and software.
11. Assists administrators and staff with a variety of technical issues.
12. Collaborates with District ~~and college~~ personnel in the design and development of system configurations and software.
13. Participates in the development, documentation, and implementation of technology service management practices; works to develop standards and procedures for the implementation and support of hardware and software.
14. May provide guidance, training, and instruction to lower level technology staff and student assistants.
15. ~~Stays abreast of advances in technology and keeps~~ ~~Stays~~ current on relevant technology changes.
16. Performs ~~other duties~~ related ~~to the primary~~ duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Advanced knowledge of computer hardware, software, and network operations, protocols, and capabilities.~~

~~Microsoft and Linux servers and their operating systems.~~

~~User account administration.~~

~~LAN software installation and operation; LAN and WAN security protocols.~~

~~Budgeting principles and practices.~~

~~Computer hardware, software, and peripheral installation and operation.~~

~~Telecommunication installation and troubleshooting.~~

Ability to:

~~Install computers, servers, hubs, and telecommunications lines.~~

~~Install and configure software applications on LANs.~~

~~Respond to user requests for assistance and provide technical support for computer and network malfunctions.~~

~~Diagnose equipment and software problems using software and hardware based diagnostic tools.~~

~~Assist in the analysis of telecommunication system requirements.~~

~~Adapt to changing technologies and learn functionality of new equipment and systems.~~

~~Read, interpret, and apply detailed technical written and oral instructions.~~

~~Learn District and College organization, operations, policies and objectives.~~

~~Plan and organize work.~~

~~Understand and follow oral and written instructions.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Technology Support Specialist-I

Education/Training:

An Associate's degree with major course work in computer science or a related field. ~~Responsible Host system and/or personal computer technical support experience in a Local Area Network or Wide Area Network environment may be substituted for the required education on a year for year basis.~~

Experience:

~~One year of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training.~~

Technology Support Specialist II**Education/Training:**

~~A Bachelor's degree from an accredited college or university with major course work in computer science or a related field, or an Associate Degree with major course work in computer science or a related field AND current and recognized certifications/licenses, such as MCSE. Responsible Host system and/or personal computer technical support experience in a Local Area Network or Wide Area Network environment may be substituted for the required education on a year for year basis.~~

Experience:

Two (2) years of experience providing network administration and support consisting of responsibility for hardware, software, application support, and user training ~~comparable to a Technology Support Specialist I with San Bernardino Community College District.~~

Equivalency Provision:

In the absence of an Associate's degree with major course work in computer science or a related field, the equivalent to completion of high school and four (4) years of experience providing network administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily indoors with travel to various locations to provide user support and attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various sites throughout the day; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance;~~ to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Telecommunications Specialist

TELECOMMUNICATIONS SPECIALIST

RANGE: 52

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under supervision,~~ Installs, maintains, and provides technical and service support to District-wide voice telecommunications systems, ~~including cabling and networks; coordinates, prioritizes, and performs telephone systems and equipment repair.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Installs and moves telephones and telephone equipment including Voice Over Internet Protocol (VOIP), analog and digital ~~telephony~~-telephone devices.
2. ~~Configures, troubleshoots, and maintains VOIP devices, peripherals, and other calling devices as assigned.~~
3. ~~Manages account administration within all telecommunication systems.~~
4. Creates voicemail accounts; provides telephone system training to users.
5. ~~Institutes telephone directory updates.~~ Configures and maintains call center systems District-wide.
6. Installs voice/data cabling; ~~installs and~~ voice/data circuits; ~~installs and configures~~ VOIP/analog devices, routers, and other telecommunication voice gateway devices as assigned.
7. Acts as liaison between telephone service vendors and the District ~~in resolving issues related to the telecommunications systems and lines.~~
8. Provides assistance ~~when needed~~ to the District concerning telephone service billing issues.
9. Provides network and help desk support; ~~installs configures, troubleshoots, and maintains software, hardware, network systems, and data lines for the VOIP unified communications environment.~~
10. Provides ~~computer~~ end user device and software support as it relates to telecommunication systems end user applications; ~~assists with software programs.~~
11. Oversees equipment inventory within unified telecommunications systems.
12. Prepares and maintains records and reports related to all assigned areas of the telecommunications environment.
13. Performs tasks in assigned projects related to design and review of new telecommunications server systems, applications, and hardware.

14. ~~May occasionally provide training and instruction to lower level technology staff or student assistants.~~
15. Operates a variety of equipment related to assigned activities.
16. Stays ~~abreast of current~~ with changes and advances in telecommunication technology ~~and keeps current on relevant technology changes.~~
17. Performs other duties related to the primary job duties ~~as required.~~

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Principles of telecommunications operations and capabilities.~~
~~LAN software installation and operation.~~
~~Telecommunication line installation and troubleshooting.~~
~~Firewalls, Routers, Ethernet Switches and SNMP.~~
~~Knowledge of Intranet and Internet Communication devices.~~

Ability to:

~~Install hubs, switches, routers, and telecommunication lines.~~
~~Install and configure software applications on LANs.~~
~~Respond to user requests for assistance in malfunction correction and provide technical support for telecommunications equipment and telecommunication lines.~~
~~Adapt to changing technologies and learn functionality of new equipment and systems.~~
~~Assist in the analysis of telecommunication system requirements.~~
~~Read, interpret and apply detailed technical written and oral instructions.~~
~~Learn District and college organization, operations, policies and objectives.~~
~~Plan and organize work.~~
~~Understand and follow oral and written instructions.~~
~~Meet schedules and timelines~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it

- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information

- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in telecommunications, computer science, or a related field.

Experience:

Three (3) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training.

License/Certification:

Possession of a valid driver's license.

EQUIVALENCY PROVISION:

1. In the absence of a Bachelor's degree from an accredited college or university with major course work in telecommunications, computer science, or a related field, an Associate's degree and five (5) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.
2. In the absence of an Associate's degree from an accredited college or university with major course work in telecommunications, computer science, or a related field, the equivalent of completion of high school and seven (7) years of experience in a network environment, providing

administration and support consisting of responsibility for hardware, software, application support, and user training is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with some travel between District sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates Revised: January 2007

User Liaison

USER LIAISON

RANGE: 44

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under administrative direction, Serves as a liaison between non-technical end-users of the Administrative Systems and District Computing Services (DCS) technical Information Technology (IT) staff to maximize utilization of the Administrative Systems and maintain user satisfaction; works with users to assess, train, and assist with the implementation, conversion, and customization of administrative software solutions; administrative systems; interfaces with administrators and the user community. This position performs a variety of professional level customer support activities to support the relevant Administrative Systems with the area to which assigned.~~

~~Incumbents provide a wide range of technical and program support to an assigned area. Incumbents are assigned duties requiring the incumbent to learn and apply specific knowledge related to assigned program or functional areas.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Develops and maintains relations and communication between users of the Administrative System and District Computing Services (DCS).~~ Serves as liaison between end-users and technology services; performs a variety of duties to provide end-user support.
2. ~~Develops~~ Works with end-users to assess and provide training solutions; ~~and~~ trains ~~Administrative Systems~~ end-users on procedures and innovations related to Administrative Systems and data management functions; ~~assists with implementation, conversion, and customization of administrative systems.~~
3. Writes and/or revises user training manuals and procedures.
4. Coordinates and maintains District-wide processing and configurations within the Student Information System; ~~and~~ executes defined systems processes. Coordinates on-going large systems functions that involve multiple colleges, departments or other ~~disparate groupings~~ groups. Test software to ensure regulatory requirements are enforced by District computer processes.
5. Assists users and ~~Computing Services~~ technical staff in diagnosing and resolving problems; assists users and technical staff with ad-hoc reporting.
6. ~~Reports~~ Provides status ~~updates~~ on in-process work and/or projects ~~as appropriate~~; attends meetings as appropriate to keep informed of issues and decisions being made in assigned areas.
7. Evaluates, tests, and documents new or modified functionality of the Administrative Systems when patches or upgrades are being applied to the software; maintains operations and user documentation as system modifications are implemented.
8. Assists users in the decision-making process regarding codes, parameters, data conversion specifications, standards and regular reporting needs; assists with critical user production and project scheduling; makes recommendations for new reports, screen designs, implementation strategies, and priorities.
9. Assist ~~college~~ management and users in the development of forms and work procedures related to Administrative Systems processes and data collection.
10. Investigates and resolves problems and errors related to Administrative Systems process and data collection. Maintains and documents help desk tickets related to those issues handled.
11. Develops calendar of events and other schedules related to assigned district activities and services; reviews, updates and informs others of essential timelines; coordinates assigned district activities; ~~assures~~ ensures the timely completion of work in accordance with established policies, procedures and standards.
12. Creates ad-hoc reports from Administrative Systems and reviews for accuracy and completeness; utilizes various software applications to generate reports.
13. ~~Attend professional group meetings and workshops; stay abreast of~~ Stays current with new trends and maintains a working knowledge of information related to area of assignment.
14. Creates files and maintains records as appropriate.

15. Performs **other duties** related to the **primary job** duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~Computer systems common in higher education administration.
Current office computer technology, procedures and practices.
All aspects of computer operations with a special emphasis on general business applications.
Program testing and implementation practices and procedures.
Principles of training/supporting technology users.~~

Ability to:

~~Provide training and support to technology users on new and existing systems and software.
Work independently in performance of duties.
Analyze information, solve problems, and develop and implement solutions.
Understand federal and state laws, regulations, and guidelines.
Use correct English grammar, punctuation, and spelling.
Establish priorities and schedule and coordinate work flow.
Follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing with technical and non-technical employees.
Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:

Education/Training:

~~Equivalent to~~ An Associate's degree from an accredited college or university with major course work in computer science, business systems, or a related field.

Experience:

Two (2) years of experience in educational administrative ~~student~~ application systems.

Preferred:

~~2.—Community college experience in administrative student systems.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to ~~occasionally~~ lift, carry, push, and/or pull light to moderate amounts of weight ~~up to 25 pounds~~; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: May 11, 1995

Johnson & Associates Revised: January 2007

Revised: August 14, 2012

Web Developer

WEB DEVELOPER

Range 54

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Under direction,~~ Manages the content, implementation, maintenance, improvement and support of the assigned College's website(s); ~~responsible for the day to day maintenance and operation of the website and assures that all web pages comply with appropriate policies, guidelines, and standards; and coordinates web functions, monitors web activities, incorporates new technologies, and enhances existing websites.~~

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs various duties in the ~~Maintain college~~ maintenance and operation of public and staff websites for assigned area(s); ensures website and web pages comply with applicable policies, guidelines, and standards.
2. Coordinates web functions, monitors web activities, incorporates new technologies, and enhances existing websites.
3. Creates new web pages, templates, and updates existing web pages as necessary; ~~re-designs or realigns graphical elements and page layout as requested; uses current technologies to ensure proper display of website on various devices such as tablets and smartphones.~~
4. ~~Review the website to~~ Ensures the ~~that it~~ website is efficient, user-friendly, and projects a professional image of the District.
5. Provides support and approves events for the calendar system; updates slides for various electronic signs.
6. Designs graphical elements such as web banners.
7. Coordinates with departments to maintain the integrity, consistency, and accuracy of the written and graphical content of online publications.
8. Works collaboratively with faculty, staff, and administration on website development; provides support to college staff in creating web content.
9. Develops web-based support services, including orientation.
10. Provides up-to-date information on ~~Web uses and services~~ site analytics as requested; ~~provide direction as needed.~~

11. Recommends and implements processes, methods, and programs to continually improve systems.
12. Ensures compliance with applicable legal requirements and the District's policies on website usage.
13. Provide ~~excellent customer service~~ support to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.
14. ~~Maintain~~ Stays current ~~knowledge of on~~ web technologies and communicate the information to promote and support system usage.
15. Performs other duties related to the primary job duties ~~as required~~.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

~~District organization, operations, policies, and procedures.~~

~~Operational characteristics, services, and activities of the functions, programs, and operations of the ——— assigned area.~~

~~Methods and techniques of web design, development, and implementation.~~

~~Advanced knowledge of HTML, CSS, and JavaScript, of a server side language like PHP, ASP.net ——— (preferably with C# 2.0 or 3.5), Java, etc. and of a SQL based database like SM SQL, MySQL, ——— Oracle, etc.~~

~~Basic composition, page layout, and presentation packages, such as DreamWeaver.~~

~~Current trends and technology in the field of information systems.~~

~~Personal computers, operating, and networked systems.~~

~~Adapt to changing technologies and learn functionality of new systems and equipment.~~

~~Interpersonal communication skills.~~

~~English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Oral and written communication skills.~~

Expected Development of:

~~ASP.Net Web Form.~~

~~Visual Studio 2005 or 2008.~~

~~Flash/Action Script.~~

~~Web User Interface Design Experience.~~

~~UI Design & Testing.~~

~~Using Microsoft SQL 2008.~~

~~Experience with Source Control Software.~~

~~Developing for Standard Browsers and Internet Explorer.~~

~~Designing Websites.~~

Ability to:

~~Manage the content, implementation, maintenance, improvement and support of the District's website.~~

~~Demonstrate effective time management and organizational skills.~~

~~Maintain a professional demeanor.~~

~~Research, evaluate, and implement new technologies, development tools and products.~~

~~Make recommendations and implement processes, methods and programs to continually improve systems.~~

~~Work on complex problems where independent action and a high degree of initiative are required~~

~~Use correct English usage, grammar, spelling, punctuation, and vocabulary.~~

~~Make arithmetic calculations quickly and accurately.~~

~~Understand and follow oral and written directions.~~

~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.~~

~~Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

CORE COMPETENCIES:

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines

- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself

- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*****Lead, Advanced or Senior Level Positions***

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's Degree from an accredited college or university with major course work in computer science, management information systems or a related field.

Experience:

Two (2) years of experience with Web design and development. ~~Experience managing a large organizational website (500+ pages), or primary responsibility and experience for specific areas within a large organizational website is preferred.~~

Equivalency Provision:

In the absence of an Associate's Degree from an accredited college or university with major course work in computer science, management information systems or a related field, the equivalent of the completion of high school and four (4) years of experience with Web design and development is preferred is qualifying.

Desired Education/Experience

Experience managing a large organizational website (500+ pages), or primary responsibility and experience for specific areas within a large organizational website.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: Board Approved 2/9/2006

Johnson & Associates Revised: January 2007

Revised: August 12, 2010

Classified Salary Schedule
Pending Board Approval 11/18/2021

RANGE	POSITION	STEP					
		A	B	C	D	E	F
18	Food Service Worker I	\$ 15.59	\$ 16.37	\$ 17.18	\$ 18.06	\$ 18.93	\$ 19.50
19	Bookstore Customer Service Assistant	\$ 15.99	\$ 16.79	\$ 17.61	\$ 18.51	\$ 19.43	\$ 20.01
20	Child Development Assistant Food Service Specialist Food Service Worker I	\$ 16.37	\$ 17.19	\$ 18.06	\$ 18.94	\$ 19.90	\$ 20.50
21	Child Development Assistant Clerical Assistant I Workforce Grant Assistant	\$ 16.79	\$ 17.61	\$ 18.51	\$ 19.43	\$ 20.38	\$ 20.99
22	Storekeeper I	\$ 17.19	\$ 18.06	\$ 18.94	\$ 19.90	\$ 20.91	\$ 21.54
23	Bookstore Assistant I Courier	\$ 17.62	\$ 18.51	\$ 19.44	\$ 20.40	\$ 21.43	\$ 22.07
24		\$ 18.08	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.99	\$ 22.65
25	Clerical Assistant II Lead Food Service Worker * Mail Clerk	\$ 18.52	\$ 19.46	\$ 20.44	\$ 21.45	\$ 22.54	\$ 23.22
26	Account Clerk I Aquatic Center Pool Attendant Learning Resources Assistant Library Media Clerk P.E. & Athletic Equipment Specialist Sport Information Specialist Storekeeper II Tool Room Specialist	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.97	\$ 23.07	\$ 23.76
27	Bookstore Assistant Custodian Custodian/Courier Library Media Clerk Mail Clerk	\$ 19.47	\$ 20.46	\$ 21.45	\$ 22.55	\$ 23.66	\$ 24.37
28	Warehouse Operations Worker Aquatic Center Pool Attendant	\$ 19.95	\$ 20.95	\$ 22.00	\$ 23.09	\$ 24.24	\$ 24.97
29	Administrative Clerk CDC Food Service Specialist College Security Officer Secretary I	\$ 20.48	\$ 21.49	\$ 22.56	\$ 23.68	\$ 24.88	\$ 25.63
30	Account Clerk II Grounds Caretaker Library Technical Assistant I Police Dispatch Clerk Printer Reproduction Operator Student Services Technician I	\$ 20.96	\$ 22.02	\$ 23.11	\$ 24.27	\$ 25.49	\$ 26.25
31	Book Buyer Lead Custodian * Lead Grounds Caretaker Payroll Assistant Purchasing Technician	\$ 21.49	\$ 22.56	\$ 23.68	\$ 24.88	\$ 26.12	\$ 26.90
32	Admissions and Records Technician Warehouse Technician	\$ 22.03	\$ 23.13	\$ 24.30	\$ 25.51	\$ 26.78	\$ 27.58

* Lead, Advanced, or Senior Level Classification

** Under Review

Classified Salary Schedule
Pending Board Approval 11/18/2021

RANGE	POSITION	STEP					
		A	B	C	D	E	F
33	<ul style="list-style-type: none"> Maintenance Worker Administrative Assistant I Admissions and Records Technician College Security Officer Printing Operations Specialist 	\$ 22.58	\$ 23.68	\$ 24.90	\$ 26.13	\$ 27.43	\$ 28.25
34	<ul style="list-style-type: none"> Account Technician Clean Energy Workforce Training Assistant Grant Technician Library Technical Assistant I Library Technical Assistant II Maintenance Worker Multimedia Specialist Student Services Technician II Tutorial Coordinator Warehouse Technician 	\$ 23.13	\$ 24.30	\$ 25.51	\$ 26.78	\$ 28.13	\$ 28.97
35	<ul style="list-style-type: none"> Assistant Bookstore Manager Child Development Teacher Lead Grounds Caretaker * 	\$ 23.70	\$ 24.91	\$ 26.14	\$ 27.44	\$ 28.81	\$ 29.67
36	<ul style="list-style-type: none"> Accountant Development Assistant Job Developer Producer, Radio 	\$ 24.32	\$ 25.52	\$ 26.81	\$ 28.15	\$ 29.55	\$ 30.44
37	<ul style="list-style-type: none"> Administrative Assistant II Library Technical Assistant II * Maintenance Technician Payroll Accountant 	\$ 24.92	\$ 26.16	\$ 27.46	\$ 28.83	\$ 30.28	\$ 31.19
38	<ul style="list-style-type: none"> Admissions and Records Specialist Broadcast Operator** Technology Support Technician Evidence and Records Technician Financial Aid Technician Grant Clerical Assistant Laboratory Technician *Aeronautics *Anatomy *Art *Biology *Chemistry *Computer Information Technology *Culinary Arts *Electricity/Electronics *Emergency Medical Services (EMS) *Environmental Science *Microbiology *Physics *Senior Multimedia Specialist Senior Student Service Technician * *Student Activities & Campus Center Specialist 	\$ 25.53	\$ 26.82	\$ 28.16	\$ 29.56	\$ 31.04	\$ 31.97

* Lead, Advanced, or Senior Level Classification

** Under Review

Classified Salary Schedule
Pending Board Approval 11/18/2021

RANGE	POSITION	STEP					
		A	B	C	D	E	F
39	<ul style="list-style-type: none"> ▪ Graphic Specialist ▪ Lab Assistant I - Aeronautics ▪ Lab Assistant I - Electricity/Electronics ▪ Lab Assistant I - Emergency Medical Services (EMS) ▪ Lead Child Development Teacher * ▪ Payroll Accountant ▪ Senior Printing Operations Specialist * 	\$ 26.19	\$ 27.49	\$ 28.88	\$ 30.31	\$ 31.85	\$ 32.81
40	<ul style="list-style-type: none"> ▪ Financial Aid Specialist ▪ Programmer ▪ Purchasing Agent ▪ Broadcast Technician 	\$ 26.84	\$ 28.19	\$ 29.58	\$ 31.06	\$ 32.62	\$ 33.60
41	<ul style="list-style-type: none"> ▪ Administrative Assistant III ▪ Interpreting Services Specialist ▪ Job Developer ▪ Lead Maintenance Technician ▪ Purchasing Agent ▪ Student Activities Specialist 	\$ 27.50	\$ 28.88	\$ 30.32	\$ 31.85	\$ 33.42	\$ 34.42
42	<ul style="list-style-type: none"> ▪ Academic Support Specialist ▪ Accountant ▪ Admissions and Record Coordinator * ▪ Admissions and Record Evaluator ▪ Athletic Trainer ▪ HVAC/R Technician ▪ Instructional Assessment Technician ▪ Lab Assistant II - Art ▪ Lab Assistant II - Culinary Arts ▪ Lab Assistant II - Multimedia ▪ Maintenance Technician ▪ Producer, Radio ▪ Research Data Specialist ▪ Schedule/ Catalog Data Specialist ▪ Traffic Coordinator, TV ▪ Veterans Services Coordinator 	\$ 28.21	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.28	\$ 35.31
43	<ul style="list-style-type: none"> ▪ Curriculum Coordinator ▪ Green Workforce Data Technician ▪ Logistics Grant Coordinator ▪ Senior Payroll Accountant * ▪ Technical Assistant 	\$ 28.90	\$ 30.34	\$ 31.86	\$ 33.45	\$ 35.12	\$ 36.17

* Lead, Advanced, or Senior Level Classification

** Under Review

Classified Salary Schedule
Pending Board Approval 11/18/2021

RANGE	POSITION	STEP					
		A	B	C	D	E	F
44	<ul style="list-style-type: none"> ▪ Athletic Trainer ▪ Admin Coordinator ▪ Financial Aid Outreach Coordinator ▪ Marketing Coordinator ▪ Outreach & Recruitment Technician ▪ Planetarium Production & Presentation Coordinator ▪ Project Analyst ▪ Senior Accountant ▪ Senior Producer, Radio** ▪ Technologies Coordinator ▪ Telecommunications Engineer** ▪ User Liaison 	\$ 29.63	\$ 31.11	\$ 32.65	\$ 34.28	\$ 36.01	\$ 37.09
45	<ul style="list-style-type: none"> ▪ Administrative Coordinator * ▪ Development Coordinator ▪ EOPS Coordinator ▪ Financial Aid Coordinator * ▪ Interpreting Services Specialist 	\$ 30.37	\$ 31.89	\$ 33.49	\$ 35.14	\$ 36.93	\$ 38.04
46	<ul style="list-style-type: none"> ▪ Coordinator, Outreach and Relations with Schools ▪ Coordinator, Student Success Services and Programs ▪ Distance Education Systems Administrator ▪ Environmental Health & Safety Specialist ▪ Programmer/Analyst ▪ Research Assistant ▪ Senior Accountant * ▪ Technology Support Specialist I 	\$ 31.13	\$ 32.69	\$ 34.31	\$ 36.04	\$ 37.83	\$ 38.96
47	<ul style="list-style-type: none"> ▪ Admissions & Records Lead Evaluator * ▪ Data Analyst ▪ Lab Technician I - Biological Sciences ▪ Lab Technician I - Computer Information ▪ Lab Technician I - Geo-Science & Anthropology ▪ Lab Technician I - Physics/Astronomy ▪ Lead Maintenance Technician * 	\$ 31.90	\$ 33.50	\$ 35.18	\$ 36.95	\$ 38.79	\$ 39.95
48	<ul style="list-style-type: none"> ▪ Alternative Media and Assistive Technology Specialist ▪ Program/Content Coordinator, KVCR 	\$ 32.71	\$ 34.33	\$ 36.05	\$ 37.88	\$ 39.76	\$ 40.95
49		\$ 33.51	\$ 35.18	\$ 36.96	\$ 38.81	\$ 40.74	\$ 41.96

* Lead, Advanced, or Senior Level Classification

** Under Review

Classified Salary Schedule
Pending Board Approval 11/18/2021

RANGE	POSITION	STEP					
		A	B	C	D	E	F
50	<ul style="list-style-type: none"> Administrative Assistant II College Police Officer Marketing & Communications Coordinator - KVCR/FNX Laboratory Technician II - Anatomy & Physiology Laboratory Technician II - Microbiology Producer/Director, TV Program Coordinator ATTC** RF/ Microwave Engineer, Radio** Senior Theatre Arts Technical Specialist * Technology Support Specialist 	\$ 34.35	\$ 36.06	\$ 37.89	\$ 39.77	\$ 41.76	\$ 43.01
51		\$ 35.20	\$ 36.97	\$ 38.83	\$ 40.77	\$ 42.81	\$ 44.09
52	<ul style="list-style-type: none"> Laboratory Technician III - Chemistry Telecommunications Specialist 	\$ 36.08	\$ 37.90	\$ 39.81	\$ 41.78	\$ 43.87	\$ 45.19
53	<ul style="list-style-type: none"> Contracts and Liability Specialist Data Analyst 	\$ 36.99	\$ 38.84	\$ 40.78	\$ 42.83	\$ 44.97	\$ 46.32
54	<ul style="list-style-type: none"> Budget Analyst Database Administrator Edu Stream Web Applications Developer Instructional Technology Specialist Research Analyst Systems Analyst Web Developer 	\$ 37.92	\$ 39.82	\$ 41.79	\$ 43.89	\$ 46.08	\$ 47.46
55		\$ 38.86	\$ 40.80	\$ 42.85	\$ 45.00	\$ 47.25	\$ 48.67
56		\$ 39.84	\$ 41.81	\$ 43.91	\$ 46.11	\$ 48.41	\$ 49.86
57	Systems Analyst	\$ 40.83	\$ 42.87	\$ 45.02	\$ 47.27	\$ 49.64	\$ 51.13
58		\$ 41.86	\$ 43.95	\$ 46.15	\$ 48.44	\$ 50.85	\$ 52.38
59		\$ 42.90	\$ 45.04	\$ 47.29	\$ 49.66	\$ 52.14	\$ 53.70
60		\$ 43.97	\$ 46.16	\$ 48.46	\$ 50.90	\$ 53.45	\$ 55.05
61		\$ 45.06	\$ 47.33	\$ 49.69	\$ 52.17	\$ 54.78	\$ 56.42
62		\$ 46.20	\$ 48.51	\$ 50.93	\$ 53.47	\$ 56.15	\$ 57.83
63	<ul style="list-style-type: none"> Senior Programmer/Analyst * Senior Research and Planning Analyst * Senior Technology Support Specialist * Senior Web Developer * 	\$ 47.64	\$ 50.03	\$ 52.53	\$ 55.15	\$ 57.92	\$ 59.66
64		\$ 48.83	\$ 51.26	\$ 53.84	\$ 56.53	\$ 59.35	\$ 61.13
65		\$ 50.05	\$ 52.55	\$ 55.19	\$ 57.93	\$ 60.83	\$ 62.65
66		\$ 51.29	\$ 53.86	\$ 56.55	\$ 59.38	\$ 62.35	\$ 64.22

* Lead, Advanced, or Senior Level Classification

** Under Review

Classified-Child Developmnt Salary Schedule
Pending Board Approval 11/18/2021

RANGE	POSITION	STEP					
		A	B	C	D	E	F
1	Child Development Teacher	\$ 23.56	\$ 24.74	\$ 25.99	\$ 27.27	\$ 28.62	\$ 29.48
2	Senior Child Development Teacher	\$ 26.02	\$ 27.32	\$ 28.70	\$ 30.12	\$ 31.63	\$ 32.58

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC

PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

OVERVIEW

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2021-2022 and 2022-2023 College Catalog.

INSTITUTIONAL VALUES

II. Learning Centered Institution for Student Access, Retention, and Success.

FINANCIAL IMPLICATIONS

None.

Curriculum Meeting: 09/27/21, 10/11/21

Conjoint Meeting: 11/04/21

Board of Trustees Meeting: 11/18/21

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
November 18, 2021

NEW COURSE

Discipline:	Business Administration
Department:	Business, Economics and Noncredit
Course ID:	BUSAD 113
Course Title:	Business Ethics
Units:	3
Minimum Semester Hours:	
Lecture:	48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	This course explores the theoretical foundations and applications of ethics in business by examining some of the most important ethical issues facing entrepreneurs, employees, managers, consumers, and public policy makers. This course is also offered as PHIL 113.
Schedule Description:	This course explores the theoretical foundations and applications of ethics in business by examining some of the most important ethical issues facing entrepreneurs, employees, managers, consumers, and public policy makers. This course is also offered as PHIL 113.
Student Learning Outcomes:	New
Rationale:	The course helps students develop an extensive understanding of business ethics concepts and theories that apply to business. The topics that will be covered in this course include corporate social responsibility, whistleblowing, insider trading, conflict of interest, code of conduct, human rights, corporate governance, code of ethics, ethical practices, moral principles, and more. Adding DE component.
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2022

Curriculum Meeting: 09/27/21, 10/11/21

Conjoint Meeting: 11/04/21

Board of Trustees Meeting: 11/18/21

NEW COURSE

Discipline: Philosophy
Department: Social Science
Course ID: PHIL 113
Course Title: Business Ethics
Units: 3
Minimum Semester Hours:

Lecture: 48

Prerequisite: None
Corequisite: None
Departmental Recommendation: None

Catalog Description: This course explores the theoretical foundations and applications of ethics in business by examining some of the most important ethical issues facing entrepreneurs, employees, managers, consumers, and public policy makers. This course is also offered as BUSAD 113.

Schedule Description: This course explores the theoretical foundations and applications of ethics in business by examining some of the most important ethical issues facing entrepreneurs, employees, managers, consumers, and public policy makers. This course is also offered as BUSAD 113.

Student Learning Outcomes: New

Rationale: The course helps students develop an extensive understanding of business ethics concepts and theories that apply to business. The topics that will be covered in this course include corporate social responsibility, whistleblowing, insider trading, conflict of interest, code of conduct, human rights, corporate governance, code of ethics, ethical practices, moral principles, and more. Adding DE component.

Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 020	Advanced American Sign Language for Medical Personnel

Student Learning Outcomes: Revised
Rationale: Six-year revision
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

Curriculum Meeting: 09/27/21, 10/11/21

Conjoint Meeting: 11/04/21

Board of Trustees Meeting: 11/18/21

MODIFY COURSE

COURSE ID	COURSE TITLE
ENGL 250	Fiction

Course Title:	Prose
Catalog Description:	Study of prose as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of prose (See the current class schedule for the specific sub-genre.)
Schedule Description:	Study of prose as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of prose (See the current class schedule for the specific sub-genre.)
Student Learning Outcomes:	Revised
Rationale:	The department is adding more nonfiction and multicultural aspects to the course.
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
SOC 141	Race, Ethnicity and Diversity

Student Learning Outcomes:	No change
Rationale:	The department is adding descriptors for Ethnic Studies.
Equate:	Course is currently equated with SOC 141 at SBVC
Effective:	Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
SOC 141H	Race, Ethnicity and Diversity – Honors

Departmental Recommendation:	Successful completion of SOC 100 or SOC 100H. Eligibility for ENGL 101
Catalog Description:	Sociological study of race, ethnicity and diversity in American society. Examination of various social conditions that affect the ever changing culture of American society. This course includes content and experiences appropriate for students wishing to earn honors credit.
Schedule Description:	Sociological study of race, ethnicity and diversity in American society.
Student Learning Outcomes:	No change
Rationale:	The department is adding descriptors for Ethnic Studies.
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2022

Curriculum Meeting: 09/27/21, 10/11/21

Conjoint Meeting: 11/04/21

Board of Trustees Meeting: 11/18/21

COURSE DELETION

Course ID:	CIS 162	
Course Title:	Adobe Animate	
Rationale:	Flash plugin has been officially discontinued by Adobe in 2020. The interactive features in Adobe are no longer valid, which leaves its animation features, which can be integrated in current Animation classes. This skillset is no longer in demand.	
Effective:	Fall 2022	

COURSE DELETION

Course ID:	COMMST 120H	
Course Title:	Oral Interpretation of Literature – Honors	
Rationale:	GE disapproval	
Effective:	Fall 2022	

COURSE DELETION

Course ID:	COMMST 246D	
Course Title:	Special Studies in Communication	
Rationale:	Course is no longer offered	
Effective:	Fall 2022	

COURSE DELETION

Course ID:	COMMST 247C	
Course Title:	Special Studies in Communication	
Rationale:	Course is no longer offered	
Effective:	Fall 2022	

COURSE DELETION

Course ID:	COMMST 248B	
Course Title:	Special Studies in Communication	
Rationale:	Course is no longer offered	
Effective:	Fall 2022	

COURSE DELETION

Course ID:	MULTI 171	
Course Title:	Adobe Animate	
Rationale:	Flash plugin has been officially discontinued by Adobe in 2020. The interactive features in Adobe are no longer valid, which leaves its animation features, which can be integrated in current Animation classes. This skillset is no longer in demand.	
Effective:	Fall 2022	

Curriculum Meeting: 09/27/21, 10/11/21

Conjoint Meeting: 11/04/21

Board of Trustees Meeting: 11/18/21

DISTRIBUTED EDUCATION

Course ID:	BUSAD 113	Hybrid and 100% Online
Course Title:	Business Ethics	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	PHIL 113	Hybrid and 100% Online
Course Title:	Business Ethics	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor of Human Resources and Police Services

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Amendment to Management and Executive Management Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the Management and Executive Management salary schedules.

OVERVIEW

The Management and Executive Management salary schedules are being updated to reflect the outcomes of the 2020 ACCA Management Compensation Analysis and to reflect internal alignment with all employee groups.

ANALYSIS

In accordance with BP 7130, the salary schedule shall be established and adjusted by the board of Trustees. Adjustments have been made to align positions while bringing them to median. Based on the 2020-2021 analysis of all California Community College Districts, there were a number of Management and Executive Management positions that were not at median and will impact retention and internal alignment. Those adjustments were made to the entire range or by moving positions to the appropriate spot. Some positions were adjusted as part of a classification review to ensure duties and scope were aligned with pay. One position was due to a reorganization of work due to a June 2021 retirement. Last, rows 1-5 of the Management salary schedule were eliminated to comply with FLSA/Labor Law due to the increases to California's minimum wage.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial impact of these changes has been included in the appropriated budgets.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6	<ul style="list-style-type: none"> Assistant Manager, Workforce Development Caltrans Work Crew Supervisor Tool Room Supervisor 	\$ 63,996	\$ 65,975	\$ 68,016	\$ 70,120	\$ 72,288	\$ 74,524	\$ 76,829	\$ 79,134	\$ 83,090	\$ 87,245
7		\$ 67,196	\$ 69,274	\$ 71,417	\$ 73,626	\$ 75,903	\$ 78,250	\$ 80,670	\$ 83,090	\$ 87,245	\$ 91,607
8	<ul style="list-style-type: none"> Circulation Supervisor Food Services Supervisor Custodial Supervisor 	\$ 70,556	\$ 72,738	\$ 74,988	\$ 77,307	\$ 79,698	\$ 82,163	\$ 84,704	\$ 87,245	\$ 91,607	\$ 96,187
9	<ul style="list-style-type: none"> Printing & Graphic Services 	\$ 74,084	\$ 76,375	\$ 78,737	\$ 81,172	\$ 83,683	\$ 86,271	\$ 88,939	\$ 91,607	\$ 96,187	\$ 100,997
10	<ul style="list-style-type: none"> Emergency Manager Manager, Workforce Development Aquatics Director Braille Program Manager Maintenance & Grounds Supervisor 	\$ 77,788	\$ 80,194	\$ 82,674	\$ 85,231	\$ 87,867	\$ 90,584	\$ 93,386	\$ 96,187	\$ 100,997	\$ 106,047
11	<ul style="list-style-type: none"> Project Administrator, Career Education 	\$ 81,677	\$ 84,203	\$ 86,808	\$ 89,492	\$ 92,260	\$ 95,113	\$ 98,055	\$ 100,997	\$ 106,047	\$ 111,349
12	<ul style="list-style-type: none"> Assistant Director of Resource Development 	\$ 85,761	\$ 88,413	\$ 91,148	\$ 93,967	\$ 96,873	\$ 99,869	\$ 102,958	\$ 106,047	\$ 111,349	\$ 116,916
13		\$ 90,049	\$ 92,834	\$ 95,705	\$ 98,665	\$ 101,717	\$ 104,863	\$ 108,106	\$ 111,349	\$ 116,916	\$ 122,762
14	<ul style="list-style-type: none"> Facilities Project Manager Director, Marketing & Public Relations Manager, Production Accounting Services Manager Business Systems Administrator Director, Child Development Center Director, Workforce Development Payroll Manager Police Sergeant Manager, CalWORKs & Workforce Development 	\$ 94,552	\$ 97,476	\$ 100,491	\$ 103,599	\$ 106,803	\$ 110,106	\$ 113,511	\$ 116,916	\$ 122,762	\$ 128,900
15	<ul style="list-style-type: none"> Director of Athletics Director, Adult Education Block Grant (AEBG) Police Lieutenant Sustainability & Energy Manager 	\$ 99,279	\$ 102,350	\$ 105,515	\$ 108,778	\$ 112,143	\$ 115,611	\$ 119,187	\$ 122,762	\$ 128,900	\$ 135,345

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
16	<ul style="list-style-type: none"> ▪ Associate Director, Fiscal Services ▪ Associate Director, Human Resources ▪ Campus Project Manager - Measure CC ▪ Director, Administrative Application Systems ▪ Director, of Audits and Analysis ▪ Director, Facilities, Maintenance & Operations ▪ Director of Grants Development & Administration ▪ Director, Library and Learning Support Services ▪ Director, Television ▪ Associate Director, Environmental Health, Emergency Planning & Safety Administration ▪ Manager, Programming – KVCR TV/FM ▪ Local Business Outreach Administrator - Measure CC 	\$ 107,370	\$ 110,591	\$ 113,909	\$ 117,326	\$ 120,846	\$ 124,471	\$ 128,205	\$ 132,051	\$ 138,654	\$ 145,587
17	<ul style="list-style-type: none"> ▪Associate Director of Bond Program Planning and Construction ▪Director, Police Academy ▪ Director, Workforce Development DSN ICT ▪ Director, Economic Development Corporate Training ▪ Director, Alternative Text Production Center ▪ Campus Director of Marketing, Creative Services & Public Affairs 	\$ 109,455	\$ 112,840	\$ 116,330	\$ 119,928	\$ 123,637	\$ 127,461	\$ 131,403	\$ 135,345	\$ 142,113	\$ 149,218
18	<ul style="list-style-type: none"> ▪ Development Director ▪ Director, Administrative Application Systems ▪ Director, DSP&S ▪ Director, EOPS, CARE & CalWorks, CHC ▪ Director, EOPS & CARE, SBVC ▪ Director First Year Experience FKCE and College Promise, SBVC ▪ Director, Outreach & Educational Partnerships ▪ Director, Admissions & Records ▪ Director, Financial Aid ▪ Director, STEM-MESA ▪ Director, Student Life ▪ Director, Technology Services 	\$ 114,928	\$ 118,482	\$ 122,147	\$ 125,925	\$ 129,819	\$ 133,834	\$ 137,973	\$ 142,113	\$ 149,218	\$ 156,679

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	<ul style="list-style-type: none"> Associate Dean, Health Services and Director of Nursing Director, Corporate & Strategic Relations - KVCR Director, Development & Community Relations Director of Diversity, Equity, and Inclusion Director, Human Resources, and Labor Relations Director of Institutional Advancement Director, KVCR Broadcast Media Systems District, Director of Grants 	\$ 120,674	\$ 124,407	\$ 128,254	\$ 132,221	\$ 136,310	\$ 140,526	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513
20		\$ 126,708	\$ 130,627	\$ 134,667	\$ 138,832	\$ 143,126	\$ 147,552	\$ 152,116	\$ 156,679	\$ 164,513	\$ 172,739
21	<ul style="list-style-type: none"> Associate General Manager, Director of Operations, Production & Technology Business Manager Chief of Police Director, Facilities, Planning, Emergency Management & Construction Director, Fiscal Services District Director of Research, Planning & Institutional Effectiveness Director of Diversity, Equity, and Inclusion Director, Human Resources, and Labor Relations Executive Director, KVCR Senior District Director of Marketing, Public Relations & Legislative Affairs 	\$ 133,044	\$ 137,158	\$ 141,400	\$ 145,774	\$ 150,282	\$ 154,930	\$ 159,722	\$ 164,513	\$ 172,739	\$ 181,376
22	<ul style="list-style-type: none"> Dean of Academic Success, Grants and Learning Services (SBVC) Dean of Student Equity and Success (CHC) Dean of Student Equity and Success (SBVC) Dean of Research, Planning, & Institutional Effectiveness Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight Division Dean (Instructional) Division Dean (Non-Instructional) 	\$ 142,489	\$ 146,764	\$ 151,167	\$ 155,702	\$ 160,373	\$ 165,184	\$ 170,140	\$ 175,244	\$ 184,006	\$ 193,207
23		\$ 146,681	\$ 151,217	\$ 155,894	\$ 160,715	\$ 165,686	\$ 170,810	\$ 176,093	\$ 181,376	\$ 190,445	\$ 199,967

[illegible]

Executive Management Salary Schedule
Pending Board Approval 11/18/21

POSITION		STEP									
		A	B	C	D	E	F	G	H	I	J
1	<ul style="list-style-type: none"> Vice Chancellor, Human Resources and Police Services Vice Chancellor, Business & Fiscal Vice Chancellor of Workforce-Development Advancememnt & Media Systems-Educational and Student Support Services 	\$ 204,938	\$ 211,276	\$ 217,810	\$ 224,547	\$ 231,492	\$ 238,436	\$ 245,589	\$ 252,956	\$ 273,572	\$ 287,251
2	College President	\$ 225,944	\$ 232,932	\$ 240,136	\$ 247,563	\$ 255,220	\$ 262,876	\$ 270,762	\$ 278,885	\$ 292,830	\$ 307,471
3	Executive Vice Chancellor	\$ 237,241	\$ 244,579	\$ 252,143	\$ 259,941	\$ 267,981	\$ 276,020	\$ 284,301	\$ 292,830	\$ 307,471	\$ 322,845



Amendment to Management and Executive Management Salary Schedules Submitted for Board Approval on November 18, 2021 [v.11.1.2021.p.1|2]

All Changes Effective October 1, 2021*

Position Location	Impact on Incumbent
Dean of Research, Planning & Institutional Effectiveness with Grants Oversight SBVC	Oxendine, Joanna* Change to Range 22, Step A
Director, Administrative Application Systems DSO	Chang, Andrew Change to Range 18, Step I
Director, Diversity, Equity, and Inclusion DSO	Brown, Aysia Change to Range 21, Step A
Director, Human Resources and Labor Relations DSO	Opris, Iosif (Joe) Change to Range 21, Step B
Vice President, Administrative Services CHC	Strong, Michael Change to Range 25, Step I
Vice President, Administrative Services SBVC	Stark, Scott Change to Range 25, Step I
Vice President, Instruction CHC	Wurtz, Keith Change to Range 25, Step F
Vice President, Instruction SBVC	Humble, Dina Change to Range 25, Step F
Vice President, Student Services CHC	Spence, Delmy Change to Range 25, Step F
Vice President, Student Services (Interim) SBVC	Rosas, Oiliva Rosa Change to Range 25, Step A
Vice President, Student Services SBVC (currently serving as Interim College President)	Thayer, Scott Change to Range 25, Step I

Executive Management – Effective October 1, 2021

Position Location	Impact on Incumbent
College President, SBVC (Interim) SBVC	Thayer, Scott Change to Range 2, Step B

*Reorganization of work due to retirement in June 2021

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: November 18, 2021
SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate budgets.



Appointment of District Employees

Submitted for Board November 18, 2021

[v.10.29.2021.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Addington, Samuel J. Assistant Professor, Computer Information Systems SBVC Computer & Information Science	01/12/22	Academic TBD*	Mary Vasquez	General	TBD ⁺
Stanskas, Peter J Division Dean, Science SBVC Science	11/19/21	Management 22G	Dmitriy Kalantarov	Science	02/12/01

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: November 18, 2021
SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

OVERVIEW

The promotion of employees on the attached list is submitted for approval.

ANALYSIS

These employees have gone through the recruitment process and are being recommended for promotion.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of these promotions is included in the appropriate budget.



Employee Promotions

Submitted for Board Approval November 18, 2021

[v.10.29.2021.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Garcia, Stacy	EDCT Administrative Assistant II Classified Salary Schedule Range 50, Step F	EDCT Manager, Workforce Development Management Salary Schedule Range 10, Step H	Lori Benson	EDCT	11/19/21
Lester, Wendy	EDCT Assistant Manager, Workforce Development Management Salary Schedule Range 6, Step A	EDCT Manager, Workforce Development Management Salary Schedule Range 10, Step B	Roanne Holliman	EDCT	11/19/21

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Scott Thayer, Interim President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

OVERVIEW

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate budgets.



Adjunct and Substitute Academic Employees

Submitted for Board Approval November 18, 2021

[v.10.29.2021.p.1]3]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Aguilar, Edward	CHC	Emergency Medical Services	Emergency Medical Technologies
Berry, Emily	CHC	Respiratory Care	Respiratory Technologies
Bogens, Mary	CHC	Fire Technology	Fire Technology
Buchanan, Jamie	CHC	Psychology	Psychology
Carver, Memory	CHC	Emergency Medical Services	Emergency Medical Technologies
Chappell, Dempsey	CHC	Fire Technology	Fire Technology
Chittenden, Heather	CHC	Public Safety	Public Safety
Cifelli, Jessica	CHC	Child Development	Child Development
Clement, Brooke	CHC	Counseling	Counseling
Crews, Carly	CHC	Emergency Medical Services	Emergency Medical Technologies
Crosby, Charles	CHC	Fire Technology	Fire Technology
Cummings, Lou'Rie	CHC	Counseling	Counseling
Davis, Mark	CHC	Fire Technology	Fire Technology
De Boer, Frank	CHC	Fire Technology	Fire Technology
Fellenz, Kathryn	CHC	Public Safety	Public Safety
Files, Shannon	CHC	Fire Technology	Fire Technology
Flores, Allison	CHC	Respiratory Care	Respiratory Technologies
Flowers, Tanisha	CHC	Psychology	Psychology
Flowers, Todd	CHC	Education	Education
Ford, Megan	CHC	Fire Technology	Fire Technology
Gaddy, Duran	CHC	Fire Technology	Fire Technology
Gairson, Phillip	CHC	Fire Technology	Fire Technology
Garcia, Claudia	CHC	Counseling	Counseling
Groff, Nathan	CHC	Fire Technology	Fire Technology
Grounds, John	CHC	Emergency Medical Services	Emergency Medical Technologies
Hammond-Williams, Heather	CHC	Child Development	Child Development
Harold, Ryan	CHC	Fire Technology	Fire Technology
Hicks, Ashley	CHC	Respiratory Care	Respiratory Technology
Higgins, Meagan	CHC	Psychology	Psychology
Hoehn, Marisela	CHC	Counseling	Counseling
Hogan, Ryan	CHC	Counseling	Counseling
Hopper, Randi	CHC	Child Development	Child Development
Hoyle, Dani	CHC	Respiratory Care	Respiratory Technologies
Hubbell, Grant	CHC	Fire Technology	Fire Technology
Janssen, Joshua	CHC	Fire Technology	Fire Technology
Jeide, William	CHC	Emergency Medical Services	Emergency Medical Technologies
Jordan, Jessica	CHC	Psychology	Psychology



Adjunct and Substitute Academic Employees

Submitted for Board Approval November 18, 2021

[v.10.29.2021.p.2]3]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Lagace, Paul	CHC	Fire Technology	Fire Technology
Leora, Anthony	CHC	Emergency Medical Services	Emergency Medical Technologies
Malinowsky, Grant	CHC	Fire Technology	Fire Technology
Mattson, Carol	CHC	Counseling	Counseling
Miller, Cameron	CHC	Emergency Medical Services	Emergency Medical Technologies
Nelson, Kristina	CHC	Psychology	Psychology
Nguyen, Nicholas	CHC	Respiratory Care	Respiratory Technologies
Orosco, Jennifer	CHC	Emergency Medical Services	Emergency Medical Technologies
Ortiz, Francisco	CHC	Fire Technology	Fire Technology
Parker, Andrew	CHC	Fire Technology	Fire Technology
Patchen, Dustin	CHC	Emergency Medical Services	Emergency Medical Technologies
Perez, Daniella	CHC	Child Development	Child Development
Plaxton-Hennings, Charity	CHC	Child Development	Child Development
Purper, Cammy	CHC	Child Development	Child Development
Rafeedie, Nidal	CHC	Respiratory Care	Respiratory Technologies
Randolph, Christopher	CHC	Fire Technology	Fire Technology
Raney, Bret	CHC	Fire Technology	Fire Technology
Rives, Ryan	CHC	Respiratory Care	Respiratory Technologies
Schulz, Kathleen	CHC	Emergency Medical Services	Emergency Medical Technologies
Scott, Shella	CHC	Counseling	Counseling
Seaton, Thomas	CHC	Respiratory Care	Respiratory Technologies
Shum, Cynthia	CHC	Counseling	Counseling
Sosa, Sara	CHC	Counseling	Counseling
Toering, Noelle	CHC	Emergency Medical Services	Emergency Medical Technologies
Vasquez, Henry	CHC	Emergency Medical Services	Emergency Medical Technologies
Wasbotten, Deborah	CHC	Child Development	Child Development
Westholder, Joshua	CHC	Respiratory Care	Respiratory Technologies
Williams, Lynn	CHC	Child Development	Child Development
Wilson, Debbie	CHC	Counseling	Counseling
Winter, Daniel	CHC	Respiratory Care	Respiratory Technologies
Zeeb, John	CHC	Psychology	Psychology
Airmet, Temria	SBVC	Dance	Dance
Bernardo, Yecica	SBVC	Student Development	Counseling
Brown, Janeth	SBVC	Student Development	Counseling
Clark, Bryana	SBVC	Women's Softball	Coaching
Doman, Darryn	SBVC	Aeronautics	Aeronautics
Donoghue, John	SBVC	Biology	Biological Sciences
Fierro, Marie	SBVC	Student Development	Counseling
Garibay, Thalia	SBVC	Student Development	Counseling



Adjunct and Substitute Academic Employees

Submitted for Board Approval November 18, 2021

[v.10.29.2021.p.3|3]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Glover, Earline	SBVC	Student Development	Counseling
Gomez, Laura	SBVC	Student Development	Counseling
Grindle, Michelle	SBVC	Aeronautics	Aeronautics
Hall, Courtney	SBVC	Student Development	Counseling
Karmach, Omran	SBVC	Biology	Biological Sciences
Kelly, Britain	SBVC	Men's Basketball	Coaching
Lochard, Armone	SBVC	Student Development	Counseling
Lopez, Jami	SBVC	Culinary Arts	Culinary Arts
Martin, Desiree	SBVC	Student Development	Counseling
Mondragon, Heidi	SBVC	Student Development	Counseling
Perez, Alecia	SBVC	Student Development	Counseling
Reina, Dorothy	SBVC	History	History
Rodriguez, Andrea	SBVC	Student Development	Counseling
Segoiva, Lorena	SBVC	Student Development	Counseling
Solorio, Carlos	SBVC	Student Development	Counseling
Ssati, Sandeep	SBVC	Chemistry	Chemistry
Teposte, Manuel	SBVC	Student Development	Counseling
Valdez-Flynn, Veronica	SBVC	Student Development	Counseling
Vu, Tammy	SBVC	Student Development	Counseling
Walker Arlington, Laura	SBVC	Nursing	Nursing
Wallace, Christopher	SBVC	Student Development	Counseling
Weintraub, Aaron	SBVC	Men's Baseball	Coaching
Williams, Byron	SBVC	History	History

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

PREPARED BY: Dr. Scott Thayer, Interim President, SBVC
Dr. Kevin Horan, President, CHC

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

ANALYSIS

As of July 1, 2019, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved May 16, 2019.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate budget.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.1|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Bailes, Brandi Collective Bargaining/District Assembly	CHC	08/16/21	12/17/21	\$52.00	126	\$6,552.00	Overload CHC Academic Senate <i>Ratification: Overload was not assigned at the time the semester began.</i>
Castillo, Andrew Learning Resource Center	CHC	10/18/21	12/17/21	\$52.00	8	\$416.00	Complete back-log of grading, course clean-up for long-term substitute assignment <i>Ratification: Notification was just received that a long-term substitute would be needed.</i>
Clement, Brooke Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Cummings, Lou'Rie Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Garcia, Claudia Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Hoehn, Marisela Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.2|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Hogan, Ryan Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Loring, Michael Learning Resource Center	CHC	10/18/21	12/17/21	\$52.00	8	\$416.00	Complete back-log of grading, course clean-up for long-term substitute assignment <i>Ratification: Notification was just received that a long-term substitute would be needed.</i>
Montejano, Jordan Guided Pathways	CHC	08/16/21	12/17/21	\$52.00	12	\$624.00	English AB-705 Workshops <i>Ratification: Name was left off the list by mistake.</i>
Ramos, Sefferino Guided Pathways	CHC	08/16/21	12/17/21	\$52.00	12	\$624.00	English AB-705 Workshops <i>Ratification: Name was left off the list by mistake.</i>
Scott, Shella Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Shum, Cynthia Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Sosa, Sara Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.3|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Ward, Amanda Strong Workforce	CHC	10/26/21	12/31/21	\$52.00	24	\$1,248.00	Curriculum Builder <i>Ratification: The curriculum needs to be built in the Fall before the start of the program for Fall 2022.</i>
Wilson, Debbie Student Equity and Achievement Program (SEAP)	CHC	01/03/22	05/25/22	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling.
Adams, Kathy Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Alvarez, Vicente Instruction Office General Fund	SBVC	07/01/21	12/31/21	\$52.00	50	\$2,600.00	Additional Hours as Mathematics Department Chair <i>Amendment: The department chair additional hours were approved in July 2021 for Dr. Vicente Alvarez. Dr. Alvarez has resigned as Mathematics Department Chair effective December 31, 2021. The residual hours should be available to Professor Anthony Castro.</i>
Banola, John Cares Act Grant Fund	SBVC	04/09/21	04/29/21	\$52.00	21	\$1,092.00	Additional Department Chair Duties <i>Ratification: Due to challenges caused by COVID-19. Mr. Banola had to work extra hours to obtain a clean and clear schedule for all the sports classes.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.4|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Bernardo, Yecica SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Bernardo, Yecica SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Berry, Thomas Cares Act Grant Fund	SBVC	12/20/21	01/16/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training
Bjerke, Jennifer Cares Act Grant Fund	SBVC	12/20/21	05/22/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training
Blacksher, Anthony Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Brown, Janeth SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Brown, Janeth SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Burns-Peters, Davena Cares Act Grant Fund	SBVC	12/20/21	05/22/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training
Castro, Anthony Instruction Office General Fund	SBVC	01/03/22	06/30/22	\$52.00	50	\$2,600.00	Additional Hours as Mathematics Department Chair <i>Amendment: The department chair additional hours were approved in July 2021 for Dr. Vicente Alvarez. Dr. Alvarez has resigned as Mathematics Department Chair. The hours being approved are residual and should be available to Professor Anthony Castro.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.5]14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Colern-Mulz, Leslie Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	9	\$468.00	Scholarly Reading Group <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Copeland, Mary Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	15	\$780.00	Engl Community of Practice Expansion <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Cretu, Camelia Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Downey, Jennifer Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Fierro, Marie Student Equity Categorical	SBVC	01/18/22	06/30/22	\$56.00	410	\$22,960.00	Adjunct Counseling
Glover, Earline SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.6|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Glover, Earline SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Gomez, Laura SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Gomez, Laura SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Hall, Courtney SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Hall, Courtney SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Heibel, Todd Human Resources	SBVC	07/20/21	08/09/21	\$52.00	8.75	\$455.00	Hiring Committee - Division Dean <i>Ratification: Completed forms received late from employee.</i>
Henkle, Lisa Cares Act Grant Fund	SBVC	12/20/21	05/22/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training
Henry, Mark Office of Instruction General Fund	SBVC	08/16/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Faculty and total compensation determined after census date in alignment with Honors MOU.</i>
Hicks, Steven Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	10	\$520.00	Engl Community of Practice <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.7|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Hoang, Dung Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Kellogg, Elena Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	6	\$312.00	Peer Observation <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Laguna, Tania Student Equity/DREAMers Resource Liaison Categorical	SBVC	01/18/22	06/30/22	\$58.00	410	\$23,780.00	Adjunct Counseling and DREAMers Resource Liaison
Lamore, Joel Office of Instruction General Fund	SBVC	08/16/21	12/17/21	\$52.00	6	\$312.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Faculty and total compensation determined after census date in alignment with Honors MOU.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.8|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Lee, Dirkson Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	15	\$780.00	Engl Community of Practice Expansion <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Levine, Michael Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Lochard, Armone SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Lochard, Armone SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Loh Myers, Susan Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	10	\$520.00	Engl Community of Practice <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Loh Myers, Susan Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	6	\$312.00	Peer Observation <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Lopez, Leonard Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.9|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Martin, David Basic Skills Categorical Funds	SBVC	08/16/21	12/17/21	\$52.00	12.5	\$650.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Martin, Desiree SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Martin, Desiree SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Miller, Frank Basic Skills Categorical Funds	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Millican Edward Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.10|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Mizutani, Mari Cares Act Grant Fund	SBVC	12/20/21	01/16/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training
Mondragon, Heidi BSI Categorical	SBVC	01/04/22	05/25/22	\$54.00	420	\$22,680.00	Adjunct Counseling
Mondragon, Heidi BSI Categorical	SBVC	05/26/22	06/30/22	\$54.00	133	\$7,182.00	Adjunct Counseling
Naim, Rozaena Basic Skills Categorical Funds	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Nevarez, Cirilo Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.11|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Niehus, Gerald Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	9	\$468.00	Scholarly Reading Group <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Pave, Adam Instruction Office General Fund	SBVC	11/19/21	12/17/21	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Pave, Adam Cares Act Grant Fund	SBVC	12/20/21	05/22/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training <i>Ratification: Identified additional faculty participating in this Basic Skills Project after the start of the Fall semester.</i>
Perez, Alecia Student Equity Categorical	SBVC	01/18/22	06/30/22	\$56.00	410	\$22,960.00	Adjunct Counseling
Ramirez, Jessica Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.12|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Sacdalan, Alvin Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	12.5	\$650.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>
Sicheter, Patrick Office of Instruction General Fund	SBVC	08/16/21	12/17/21	\$52.00	2	\$104.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Faculty and total compensation determined after census date in alignment with Honors MOU.</i>
Slusser, Michael Office of Instruction General Fund	SBVC	08/16/21	12/17/21	\$52.00	2	\$104.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Faculty and total compensation determined after census date in alignment with Honors MOU.</i>
Sogomonian, Nori Cares Act Grant Fund	SBVC	12/20/21	05/22/22	\$52.00	54	\$2,808.00	DE Facilitator-Level 1 & 2 Online Training



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.13|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Solorio, Carlos SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Solorio, Carlos SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Teposte, Manuel BSI Categorical	SBVC	01/04/22	05/25/22	\$54.00	420	\$22,680.00	Adjunct Counseling
Teposte, Manuel BSI Categorical	SBVC	05/26/22	06/30/22	\$54.00	133	\$7,182.00	Adjunct Counseling
Urell, Mary Kathryn CalWORKs Categorical	SBVC	01/03/22	05/24/22	\$58.00	127	\$7,366.00	CalWORKs Counseling
Valdez-Flynn, Veronica SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Valdez-Flynn, Veronica SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Vu, Tammy SSSP Categorical	SBVC	01/04/22	05/25/22	\$58.00	420	\$24,360.00	Adjunct Counseling
Vu, Tammy SSSP Categorical	SBVC	05/26/22	06/30/22	\$58.00	133	\$7,714.00	Adjunct Counseling
Wardell, Matt Office of Instruction General Fund	SBVC	08/16/21	12/17/21	\$52.00	4	\$208.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 18, 2021

[v.11.1.2021.p.14|14]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Yeo, Michelle Basic Skills Categorical Fund	SBVC	08/16/21	12/17/21	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Scott Thayer, Interim President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate budgets.



Payment of Stipends

Submitted for Board Approval November 18, 2021

[v.10.28.2021.p.1|1]

Head Coaches – 08/16/21 – 12/17/21

Employee Name	Location Assignment	Department	Stipend
Abrams, Eric	SBVC	Athletics - Women's Cross Country	\$4,550.00
Bennett, Devin	SBVC	Athletics - Softball	\$4,550.00
Brown, Joshua	SBVC	Athletics - Men's Soccer	\$4,550.00
Kounas, Jason	SBVC	Athletics - Baseball	\$4,550.00
Ratigan, James	SBVC	Athletics - Men's Cross Country	\$4,550.00

Ratification: These are all a direct response to a grievance resolution.

Other Stipends – 12/01/21 – 06/30/21

Employee Name	Location Assignment	Department	Stipend
Allen, Tammy	SBVC	Counseling	\$156.00
Batalo, Manuela (Mandi)	SBVC	Counseling	\$156.00
Ferri Milligan, Paula	SBVC	Counseling	\$156.00
Fogle, Melinda	SBVC	Counseling	\$156.00
Knight, Denise	SBVC	Counseling	\$156.00
Moore, Sandra	SBVC	Counseling	\$156.00
Pave, Adam	SBVC	Counseling	\$156.00
Rodriguez, Andrea	SBVC	Counseling	\$156.00
Sogomonian, Nori	SBVC	Counseling	\$156.00
Stewart, Jim	SBVC	Counseling	\$156.00
Vasquez, Tatiana	SBVC	Counseling	\$156.00
White, Charles Ian	SBVC	Counseling	\$156.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: Consideration of Approval to Revise Rates of Pay for Professional Expert and Short-Term Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Professional Expert and Short-Term Hourly Rates of Pay schedules effective January 1, 2022, as attached.

OVERVIEW

California state minimum wage will increase to \$15.00 per hour on January 1, 2022, for employers with 26 or more employees. To comply with the increase, the minimum rate for hourly and student worker employees will be increased.

ANALYSIS

The increase in minimum wage will affect the following positions:

- Camera & Lighting Technician
- Closed Caption Editor I
- EMT-1 Skills Laboratory Assistant
- Fire Agility Group Leader/Proctor
- FTVM Intern I / II / III
- Tutor I / II / III
- TV Closed Captioning
- Lifeguard
- Project Assistant I / II / III

The \$1.00 increase will also be applied to FTVM Intern II and III, Tutor II and III, and Project Assistant II and III in order to maintain a salary differential between the three titles.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial implications of this board item will be included in the appropriate budgets.



Rates of Pay for Professional Experts

Submitted for Board Approval November 18, 2021

Effective January 1, 2022

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Apprenticeship Program Organizer	\$55.00 to \$75.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
Camera & Lighting Technician	\$14.00 \$15.00 to \$20.00
Closed Caption Editor I	\$14.00 \$15.00 to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$15.00 to \$40.00
Counseling Trainee	\$15.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$14.00 \$15.00
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	\$14.00 \$15.00
Fire Operations Specialist	\$55.00
Foster Parenting Education	\$45.00
FTVM Intern I / II / III	\$14.00 \$15.00 / \$15.00 \$16.00 / \$16.00 \$17.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Interpreting/Transliterating Level 0 (Mentoring)	\$15.00 to \$16.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	\$28.00 to \$30.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	\$32.00 to \$34.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	\$36.00 to \$38.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	\$40.00 to \$42.00
Interpreting/Transliterating Level V (RID Certified or RID written passed & pass evaluation or EIPA Level 4/5 & pass evaluation)	\$45.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Police Science Facilitator/Evaluator	\$50.00
Police Tactical Officer/RTO	\$35.00
Policy Analyst	\$60.00
Post Masters Counseling Associate I / II / III	\$25.00/\$30.00/\$35.00



Rates of Pay for Professional Experts

Submitted for Board Approval November 18, 2021

Effective January 1, 2022

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Social Media Specialist (FNX & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
State Fire Training Instructor	\$55.00
Training Specialist	\$19.00
Tutor I / II / III	\$14.00 \$15.00 / \$15.50 \$16.50 / \$17.50 \$18.50
TV Closed Captioning	\$14.00 \$15.00 to \$15.00 \$16.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of enrollment, or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 40 hours per week or more than 8 hours per day.



Rates of Pay for Short-Term Hourly Employees

Submitted for Board Approval November 18, 2021

Effective January 1, 2022

SHORT-TERM ASSIGNMENT	HOURLY RATE
Lifeguard	\$14.00 \$15.00
Life Drawing Model	\$25.00
Project Assistant I / II / III	\$14.00 \$15.00 / \$15.50 \$16.50 / \$17.50 \$18.50

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 40 hours per week or more than 8 hours per day.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: November 18, 2021

SUBJECT: Consideration of Ratification for Contracts at or Above \$96,700

RECOMMENDATION

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$96,700.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$96,700. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.

**Contracts and Agreements
Over \$96,700**

Board Date 09-09-2021

1 of 1

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
22185	National Public Radio Inc (NPR)	Broadcasting Rights	KVCR/FM	\$127,101.75	
	Programs to air on KVCR/FM: this is a FY 20/21 expense			10/01/2020 to 06/30/2021	
22111	Public Broadcasting Service (PBS)	Broadcast Affiliation	TESS/SBCCD	\$576,355.00	
	PBS membership certification for KVCR programming			07/01/2021 to 06/30/2022	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: November 18, 2021
SUBJECT: District & College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for district and college expenses as required by Administrative Procedure 6925 and/or 6330.

OVERVIEW

AP 6925 requires the Board of Trustees to authorize the expenditure of funds related to various functions planned for the colleges and district office.

Meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$1,000 for that meeting or training. Expenditures in excess of \$1,000 require prior Board approval.

Meetings or trainings attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$500. Expenditures in excess of a total \$500 for that meeting or training require prior Board approval.

Any refreshments and/or meals for an event require Board approval prior to the event. Events are defined as activities in which non-employees and/or non-students will/can attend or participate (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training.

ANALYSIS

The list of district and college expenses is attached for approval.

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

The cost of these expenditures is included in the appropriate budgets.



District & College Expenses

Submitted for Board Approval November 18, 2021

[v.10.27.2021.p.1|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: CHC Date(s) of Event: 10/20/21 and 10/22/21 Total Estimated Cost: \$4,500	Event: 2021 Fall Club Rush (in person) Club Rush is an outdoor event hosted by campus clubs to recruit new members and increase student engagement. Items Being Purchased: Tablecloths, prizes, decorations, food Funding Source: Student Senate 027 (Student Activities Fee) Reason for Ratification: Student Senate did not determine the date of the event until after the October Board submission deadline.
Site: SBVC Date(s) of Event: 09/17/21, 09/24/21, 10/01/21, and 10/08/21 10/15/21 Total Estimated Cost: \$2,600	Event: CalWORKs -SBVC Movie Nights, Greek Theatre (in person) Sponsored by Inland Empire Health and hosted by CalWORKs, the purpose is to re-engage students and the community with SBVC and its collaborative partners and serve as an in-reach and outreach method to showcase educational and Student Services programs to students and potential students. Approximately 60 community members, students and staff will attend and the American Red Cross will assist with health and safety. Shalita Tillman will serve as chaperone. Items Being Purchased: Movie rights and marketing materials. Funding Source: Student Services General Fund Amendment: This item was originally approved at the 09/09/21 Board meeting and later amended on 10/07/21. It is now being amended to change the final date due to weather.
Site: SBVC Date(s) of Event: 11/08/21 Total Estimated Cost: \$5,000	Event: First Gen Celebration (in person) Sponsored by Student Equity & Success, First Gen Celebration will focus on the personal stories and educational journeys of first generation students presented through a discussion panel. Attendees will be approximately 50 students, staff and faculty members. Carmen Rodriguez and Tania Laguna will be chaperones. Items Being Purchased: Meals, contracts, promotional items, and supplies. Funding Source: Student Equity Categorical Fund Reason for Ratification: This item is being ratified due to November 8, which is the designated national First Gen celebration day, occurring prior to the Board meeting date.



District & College Expenses

Submitted for Board Approval November 18, 2021

[v.10.27.2021.p.2]4]

Site/Date/Cost	Event/Items Purchased/Funding Source
<p>Site: SBVC</p> <p>Date(s) of Event: 11/10/21</p> <p>Total Estimated Cost: \$1,000</p>	<p>Event: Men's Empowerment Day (in person and virtual)</p> <p>Extended Opportunity Programs and Services (EOPS)/CARE and Student Equity will co-sponsor a workshop for SBVC students. Students will engage in conversation and hear a panel of male leaders within the campus and community. The meeting will be in-person and virtual. Attendees will be approximately 50 students, staff, faculty and community members. Carmen Rodriguez and Joanne Hinojosa will be chaperones.</p> <p>Items Being Purchased: Meals, contracts, promotional items, and supplies.</p> <p>Funding Source: Student Equity Categorical Fund</p> <p>Reason for Ratification: This item is being ratified due to November 10, which is the designated national Men's Empowerment Day, occurring prior to the Board meeting date.</p>
<p>Site: SBVC</p> <p>Date(s) of Event: 11/18/21 - 12/01/21</p> <p>Total Estimated Cost: \$35,000</p>	<p>Event: Native American Month (in person and virtual)</p> <p>Co-sponsored by Student Equity & Success, Arts Lectures and Diversity Committee, Native American Month events will inform and engage students through on-campus/virtual presentations and workshops focused on Native American History. Attendees will be approximately 200 students, staff and faculty members. Carmen Rodriguez and Ernest Guillen will be chaperones.</p> <p>Items Being Purchased: Meals, contracts, promotional items, and supplies.</p> <p>Funding Source: Student Equity Categorical Fund, Arts, Lecture and Diversity Categorical Fund</p> <p>Reason for Ratification: This item is being ratified due to November 18, which is the designated national Native American Month start date, occurring the same day as the Board meeting date.</p>



District & College Expenses

Submitted for Board Approval November 18, 2021

[v.10.27.2021.p.3|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: SBVC Date(s) of Event: 11/28/21 Total Estimated Cost: \$ 240	Event: Museum of Tolerance Field Trip, Los Angeles, CA (in person) Sponsored by the Extended Police Academy. This field trip meets the diversity and social justice components of the Police Academy program. This event tours the Museum of Tolerance and immerses the students into a learning environment that provides a powerful stimulus for personal insight. Approximately 20 students, faculty and staff will be attending. Kenneth Green and Joseph Perea will be the chaperones on this field trip. Items Being Purchased: Admission fees only at \$12 per person. Everyone will drive individually to the museum and meet there. Funding Source: Extended Academy General Fund
Site: SBVC Date of Event: 12/08/2021 Total Estimated Cost: \$2,500	Event: Tumaini Program Kwanzaa Luncheon (in person) This even is In line with the current work of the SBCCD Diversity Equity Inclusion initiatives. Kwanzaa celebrates family, community, culture, and heritage. The Umoja-Tumaini Program would like to educate the larger campus community and highlight the SBVC Umoja-Tumaini learning community. Approximately 75 students, faculty, staff and community members will attend. , Keynasia Buffong, Daniele Smith-Morton and Sandra Blackman will serve as chaperones. Items Being Purchased: Guest speaker, decorations, meals and refreshments. Funding Source: Umoja - Tumaini Program Categorical Fund
Site: SBVC Date of Event: 02/01/22 – 02/28/22 Total Estimated Cost: \$50,000	Event: Black History Month (in person and virtual) Co-sponsored by Student Equity & Success, Arts Lectures and Diversity Committee, and Black Faculty and Staff Association, Black History Month events will inform and engage students through on-campus/virtual presentations and workshops focused on African American History. Attendees will be approximately 300 students, staff and faculty members. Carmen Rodriguez and Ernest Guillen will be chaperones. Items Being Purchased: Meals, contracts, promotional items, and supplies. Funding Source: Student Equity Categorical Fund, Arts, Lecture and Diversity Categorical Fund.



District & College Expenses

Submitted for Board Approval November 18, 2021

[v.10.27.2021.p.4|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: SBVC Date of Event: 03/01/22 - 03/30/22 Total Estimated Cost: \$20,000	Event: Deaf Awareness Month (in person and virtual) Co-sponsored by Student Equity & Success, Arts Lectures and Diversity Committee, and the Modern Language Department, Deaf Awareness Month will inform and engage students with resources, and information with presentations and workshops focusing on deaf awareness and visibility. Attendees will be approximately 100 students, staff and faculty members. Carmen Rodriguez and Ernest Guillen will serve as chaperones. Items Being Purchased: Meals, contracts, promotional items, and supplies. Funding Source: Student Equity Categorical Fund, Arts, Lecture and Diversity Categorical Fund.
Site: SBVC Date of Event: 04/15/22 - 05/31/22 Total Estimated Cost: \$50,000	Event: Asian Pacific American Heritage Month (in person and virtual) Co-sponsored by Student Equity & Success, Arts Lectures and Diversity Committee, Asian Pacific Islander Association, and Crafton Hills College, Asian Pacific American Heritage Month events will inform and engage students through on-campus/virtual presentations and workshops focused on Asian Pacific American History. Attendees will be approximately 200 students, staff and faculty members. Carmen Rodriguez and Ernest Guillen will serve as chaperones. Items Being Purchased: Meals, contracts, promotional items, and supplies. Funding Source: Student Equity Categorical Fund, Arts, Lecture and Diversity Categorical Fund.
Site: SBVC Date of Event: 05/12/22 Total Estimated Cost: \$25,000	Event: Evening of Achievement at Cal State University, San Bernardino Event Center (in person) This event is to celebrate the EOPS students who are graduating in the class of 2022. Students will be recognized for their achievements and graduation. Approximately 300 staff, faculty, students and community members will be attending. Chaperones will be Joanne Hinojosa, Keenan Giles, Maribel Cisneros, Monique Hill, Valecia Rotell, Rosemary Chavez, Treasa Sabato, Alan Ewing and Amber Martin. Items Being Purchased: Venue location, rentals, meals and refreshments, entertainment and awards. Funding Source: EOPS Categorical Funding

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: November 18, 2021

SUBJECT: Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve individual memberships.

OVERVIEW

The list of individual memberships is attached for approval.

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available and are related to various functions planned for the colleges and district office.

INSTITUTIONAL VALUES

I. Institutional Effectiveness
IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.



Individual Memberships

Submitted for Board Approval November 18, 2021

Name Site	Amount Funding Source	Membership
Anna Mendez TESS/DSO	\$275.00 Printing Services General Fund	Association of Colleges and University Printers (ACUP+)
Jose Alvarez, Abe Fulgham, Michael Parks, Cesar Rojas, and Ronald Gordin SBVC	\$50.00 per person (\$250.00 total) Grounds General Fund	Pesticide Applicators Professional Association
Jose Alvarez, Abe Fulgham, Michael Parks, Cesar Rojas, and Ronald Gordin SBVC	\$60.00 per person (\$300.00 total) Grounds General Fund	Department of Pesticide Regulation
Hannah Sandy CHC	\$150.00 Student Health Services General Fund	Health Services Association California Community Colleges (HSACCC)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Sole Source Purchases from Media Management LLC

RECOMMENDATION

It is recommended that the Board of Trustees approve purchasing from Media Management LLC as a sole source supplier for Fiscal Year 2021-2022.

OVERVIEW

Media Management LLC (PMM) is a Joint Master Control (JMC) solution that combines equipment, software, and around the clock monitoring service. This JMC cloud based solution monitors and delivers the signal of four KVCR television channels. This hybrid-cloud solution and media repository allows KVCR to deliver programming according to its FCC Noncommercial Educational License.

The District needs to obtain products and services which are compatible with existing technology already in place throughout KVCR. Media Management LLC is the sole producer of the software that runs this system. The existing infrastructure was built by Media Management LLC and must be aligned with the current equipment for compatibility and operability.

ANALYSIS

The equipment, technology, and monitoring required to operate with the existing system is only available from Media Management LLC. New equipment and wiring can only be installed by authorized technicians. Other contractors are unable to install the equipment and maintain the current installed system. Therefore, there is no advantage to the District by competitively bidding the procurement, installation and maintenance of this equipment and system. It is therefore recommended the District contract with Media Management as the sole source.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fiscal Year 2021-2022 budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.

Fixed Assets Surplus Report
November 18, 2021

Asset #	Date Retired	Description	Initial Value	Current Value
30448	9/3/2021	OptiPlex 380 Desktop	\$1,100.58	\$0.00
30462	9/3/2021	OptiPlex 380 Desktop	\$1,100.58	\$0.00
31848	9/16/2021	MacBook Pro 13 inch	\$1,130.31	\$0.00
32270	9/16/2021	IMAC 21.5', 3.06, 2x2gb, 500GB	\$1,220.31	\$0.00
32758	10/19/2021	DELL Precision T1600, Standard Base	\$1,189.44	\$0.00
32759	10/19/2021	DELL Precision T1600, Standard Base	\$1,189.44	\$0.00
32991	10/19/2021	Dell Latitude E6530	\$1,162.50	\$0.00
33194	9/16/2021	Dell Latitude 2120	\$762.69	\$0.00
33244	9/16/2021	Dell Latitude 2120	\$1,270.05	\$0.00
33246	9/16/2021	Dell Latitude 2120	\$1,270.05	\$0.00
33275	9/9/2021	Dell Latitude 2120	\$1,270.05	\$0.00
36538	9/16/2021	OptiPlex 9020	\$1,228.75	\$0.00
36583	9/16/2021	OptiPlex 3030	\$1,006.74	\$0.00
36595	9/16/2021	OptiPlex 3030	\$1,006.74	\$0.00
36621	9/16/2021	OptiPlex 9020	\$1,228.75	\$0.00
36624	9/16/2021	OptiPlex 9020	\$1,228.75	\$0.00
36656	9/16/2021	OptiPlex 3030	\$1,006.74	\$0.00
36672	9/9/2021	OptiPlex 3030	\$1,006.74	\$0.00
37385	9/7/2021	OptiPlex 9030	\$1,066.14	\$0.00
37387	9/7/2021	OptiPlex 9030	\$1,066.14	\$0.00
37388	9/3/2021	OptiPlex 9030	\$1,066.14	\$0.00
37389	9/7/2021	OptiPlex 9030	\$1,066.14	\$0.00
37392	9/7/2021	OptiPlex 9030	\$1,066.14	\$0.00
37485	9/3/2021	Latitude 7470	\$1,628.59	\$0.00
37595	10/19/2021	OptiPlex 3240	\$1,523.06	\$0.00
37609	9/7/2021	OptiPlex 3240	\$1,523.06	\$0.00
37629	9/7/2021	OptiPlex 7440 AIO	\$1,162.46	\$0.00
37637	10/19/2021	OptiPlex 7440 AIO	\$1,162.46	\$0.00
37639	10/19/2021	OptiPlex 7440 AIO	\$1,162.46	\$0.00
37643	9/3/2021	OptiPlex 7440 AIO	\$1,162.46	\$0.00
37645	9/3/2021	OptiPlex 7440 AIO	\$1,162.46	\$0.00
37701	9/7/2021	Dell Latitude E5550/5550 CTO	\$1,253.97	\$0.00
37888	10/19/2021	OptiPlex 3240 AIO	\$947.33	\$0.00
37896	10/19/2021	OptiPlex 3240 AIO	\$947.33	\$0.00
37900	10/19/2021	OptiPlex 3240 AIO	\$947.33	\$0.00
37904	10/19/2021	OptiPlex 3240 AIO	\$947.33	\$0.00
37908	9/7/2021	OptiPlex 3240 AIO	\$947.33	\$0.00
37922	9/3/2021	OptiPlex 7440 AIO	\$1,068.17	\$0.00
37927	10/19/2021	OptiPlex 7440 AIO	\$1,068.17	\$0.00
37931	9/7/2021	OptiPlex 7440 AIO	\$1,068.17	\$0.00
37934	9/3/2021	OptiPlex 7440 AIO	\$1,068.17	\$0.00
37939	9/7/2021	OptiPlex 7440 AIO	\$1,068.17	\$0.00
37950	9/7/2021	OptiPlex 7440 AIO	\$1,068.17	\$0.00

Fixed Assets Surplus Report
November 18, 2021

Asset #	Date Retired	Description	Initial Value	Current Value
37995	10/19/2021	OptiPlex 3240 AIO	\$1,223.55	\$0.00
39271	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
39968	9/16/2021	Latitude 3570	\$1,273.13	\$0.00
39988	9/16/2021	Latitude 3570	\$1,273.13	\$0.00
40151	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40154	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40155	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40156	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40158	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40160	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40211	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40212	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40213	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40214	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40215	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40216	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40218	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40219	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40221	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40223	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40225	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40226	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40227	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40228	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40229	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40230	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40232	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40234	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40236	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40237	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40265	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40266	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40268	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40270	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40272	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40273	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40276	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40277	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40279	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40284	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40285	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40288	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40289	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40290	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40293	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40294	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40299	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00

Fixed Assets Surplus Report
November 18, 2021

Asset #	Date Retired	Description	Initial Value	Current Value
40301	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40314	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40315	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40318	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40320	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40322	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40323	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40324	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40326	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40327	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40329	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40330	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40332	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40333	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40335	9/16/2021	OptiPlex 7440 AIO	\$1,204.20	\$0.00
40502	9/16/2021	Laptop	\$3,888.00	\$0.00
41865	10/19/2021	OptiPlex 3240 AIO	\$1,465.58	\$0.00
42121	9/7/2021	OptiPlex 3240 AIO	\$1,257.31	\$0.00

Non-Fixed Assets Surplus Report
November 18, 2021

Description	Quantity
Dell Optiplex 3030 Computer	41 ea
Dell Optiplex 7040 Computer	37 ea
Dell Optiplex 7440 Computer	73 ea
Dell Optiplex 7450 Computer	3 ea
Dell Optiplex 9020 Computer	5 ea
Dell Optiplex 9030 Computer	13 ea
Dell Latitude 2120	1 ea
Dell Latitude 3570	8 ea
Dell Latitude 5550	1 ea
Laptops	44 ea
IMac	5 ea
MacBook	12 ea
Dell 20" Monitor	3 ea
Dell 22" Monitor	14 ea
Dell 24" Monitor	2 ea
Inspiron 5050 Laptop	1 ea
Dell A5501 Monitor	1 ea
Epson Perfection 1200 Scanner	1 ea
HP Deskjet 950C Printer	1 ea
Dell Monitors 2210f	6 ea
Box of old hard drives	1 ea
Box of mice/keyboards	1 ea
Box of misc cables	3 ea
Extron 1606 Switcher	1 ea

Non-Fixed Assets Surplus Report
November 18, 2021

Description	Quantity
Dell Optiplex 3240 Computer	2 ea
Dell Latitude E5530 Laptop	1 ea
NEC 46" Monitor	1 ea
Verizon Hot Spots	6 ea
Cisco 7940 Phone	3 ea

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Ynez Canela, Administrator, Local Business Outreach – Measure CC

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Amendments 01 and 02 to the Agreement with TSG Enterprises dba The Solís Group of Pasadena, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 01 and Amendment 02 to the professional services agreement with TSG Enterprises dba The Solís Group of Pasadena, CA for the Measure CC Community Benefits Agreement (CBA) in the amount of \$47,909.00.

OVERVIEW

In September 2020, the SBCCD Board of Trustees approved a contract with TSG Enterprises dba The Solís Group, a women-owned business enterprise, to provide community benefits agreement administration/coordination services.

During the solicitation for CBA services, the District had not identified the number of infrastructure projects at each campus. The District has since provided The Solís Group with its current project list which includes the 39 defined campus-wide infrastructure projects.

ANALYSIS

Contract Amendment 01 is due to scope of work increases for upcoming bond-related projects and includes 39 recently defined campus-wide infrastructure projects – 20 at Crafton Hills College and 19 at San Bernardino Valley College. The effect of this amendment will be an addition of \$47,909.00 to the contract, resulting in a revised total value of \$1,347,392.00. There is no increase in length of contract.

Amendment 02 represents personnel changes which are reflected in the rate schedule. No rates have been altered from the original proposal. Personnel changes include title changes and addition of personnel. This amendment does not play a factor in the contract amount increase and is needed for future billing purposes.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The proposed amendments do not add new costs to the CBA professional services budget. Per the May 14, 2020, Board approved bond construction list, there is \$2 million budgeted for CBA services. The amount of this contract, with amendments, is under budget for the referenced services and included in the Measure CC Bond fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Ynez Canela, Administrator, Local Business Outreach – Measure CC

DATE: November 18, 2021

SUBJECT: Consideration of Approval to Appoint Member to the Citizens Bond Oversight Committee

RECOMMENDATION

It is recommended that the Board of Trustees appoint the following individual to a term of two years as a member of the independent Citizens Bond Oversight Committee (CBOC) for the Measures M and CC bond program.

- David Raley, Member Representing a Foundation

OVERVIEW

After a bond authorized under Proposition 39 is passed, State law requires that a district appoint an independent CBOC consisting of at least seven members of the community. The purpose of the committee is to review the bond program expenditures. In accordance with Education Code Section 15278(b), the Committee shall perform the following tasks.

- Inform the public concerning the District's expenditure of Measures M and CC proceeds;
- Review expenditure reports produced by the District to ensure that Measures M and CC proceeds are expended only for the purposes set forth in Measure M and Measure CC; and
- Present to the Board in public session, an annual written report outlining the CBOC's activities and conclusions regarding the expenditure of Measures M and CC bond proceeds.

ANALYSIS

The proposed member of the committee, David Raley, was appointed by the Board of Trustees for the Measure P CBOC back in 2003. Mr. Raley has decades of experience working in the community as an elected Member of the San Bernardino Valley Water Conservation District. Representing a Foundation, Mr. Raley has been a Member of the Crafton Hills College Foundation since 2000. His initial two-year term on the CBOC would begin upon approval by the Board of Trustees. The candidate has indicated willingness to comply with the Ethics Code contained in the CBOC Bylaws.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item carries no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Award Bid # 01-2122-01 and Contract to Mida Industries, Inc., of Long Beach, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid # 01-2122-01 | Duct Cleaning for HVAC at SBVC**, and contract, to Mida Industries, Inc., of Long Beach, California in the amount of \$603,262.00. This includes the contract amount of \$548,420.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

The contractor shall perform and complete all work required to clean the HVAC system ducts at the SBVC. The work will be carried out in 17 buildings. It will include the cleaning of all supply, return, and plenums of HVAC system in each building.

ANALYSIS

A Notice of Inviting Bids was publicly advertised on September 9, 2021, and two bids were received on October 12, 2021. A virtual public bid opening was conducted on October 12, 2021 by two DSO team members. The results are below.

Vendor	Total Bid
J & J Duct Cleaning Inc of Anaheim, CA	\$429,000.00
Mida Industries, Inc of Long Beach, CA	\$548,420.00

After a thorough analysis, the bid from J & J Duct Cleaning Inc. of Anaheim, CA was deemed nonresponsive. Therefore, it was determined that Mida Environmental of Long Beach, CA was the lowest responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is included in the CARES ACT budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Consideration of Approval to Award Bid #CC01-3605-01 and Contract to Green Contractor Studio, Inc. of Buena Park, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #CC01-3605-01 | Valley College New Softball Field Project**, and contract, to Green Contractor Studio, Inc., of Buena Park, California in the amount of \$3,946,250.00. This includes the contract amount of \$3,587,500.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

The contractor shall perform and complete all work required to provide a new softball field at San Bernardino Valley College. The project consists of a new softball field, hitting cage, bullpen, home/visitor dugouts, restrooms/storage building and associated site work and utilities.

ANALYSIS

A Notice Inviting Bids was publicly advertised on September 17, 2021, and SBCCD received five responsive bids. On October 19, 2021, the Project Team, consisting of two DSO staff members, three AECOM team members, and two SafeworkCM members, held a virtual meeting to review the bids for responsiveness. The lowest three bids are below.

Vendor	Total Bid
Green Contractor Studio, Inc. of Buena Park, CA	\$3,587,500.00
C.S. Legacy Construction, Inc. of Chino, CA	\$3,917,588.16
Los Angeles Engineering, Inc. of Covina, CA	\$4,450,000.00

An analysis of the bids received indicates that Green Contractor Studio, Inc. of Buena Park, CA is the lowest responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract is included in the Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Award Bid #CC01-3610-01 and Contract to C.I. Services, Inc., of Mission Viejo, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #CC01-3610-01 / Valley College Campus Wide Infrastructure - Roof Replacement Project**, and contract, to C.I. Services, Inc., of Mission Viejo, CA in the amount of \$437,800.00. This includes the contract amount of \$398,000.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

The scope of this bid includes the repair and replacement of existing roofing systems on four buildings at Valley College campus, including the following:

1. Planetarium – removal and replacement of clay tile roof system, and removal and replacement of the modified bituminous roof system
2. Observatory – removal and replacement of modified bituminous roof system
3. M&O – fluid applied roofing restoration system
4. Child Development Center – removal and replacement of modified bituminous roof system

ANALYSIS

A Notice Inviting Bids was publicly advertised on August 26, 2021, and the district received eight responsive bids. On September 23, 2021, the Project Team, consisting of three DSO staff members, two AECOM team members and three SafeworkCM team members, held a virtual meeting to review the bids for responsiveness. The lowest three bids are below.

Vendor	Total Bid
C.I. Services, Inc. of Mission Viejo, CA	\$398,000.00
R&R Roofing and Waterproofing, NC of Lake Elsinore, CA	\$434,394.00
Best Contracting Services, Inc. of Gardena, CA	\$498,600.00

An analysis of the bids received indicates that C.I. Services, Inc. of Mission Viejo, CA is the lowest responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract will be included in the Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Award Bid #CC02-3626-14.01 and Contract to Baker Electric, Inc., of Corona, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #CC02-3626-14.01 | Crafton Hills College LRC Generator and Equipment Upgrades**, and contract, to Baker Electric, Inc., of Corona, CA in the amount of \$755,342.50. This includes the contract amount of \$686,675.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

In order to provide extended backup power to CHC's telecommunication main distribution frame (MDF) located in Building 10 Central Complex 1, the generator at Building 8 Learning Resources Center will be connected to the MDF with new underground power feeders. The scope will include expanding the coverage of the existing emergency generator at the Learning Resource Center, including new feeders and conduit to and through various existing manholes between the LRC and Central Complex 1 buildings. The project also includes preventative maintenance, inspection and testing of existing medium and low voltage equipment on the campus.

ANALYSIS

A Notice Inviting Bids was publicly advertised on August 31, 2021, and the District received two responsive bids and one non-responsive bid which was withdrawn. On September 28, 2021, the Project Team, consisting of two DSO staff members, three AECOM team members, and two Kitchell team members, held a virtual meeting to review the bids for responsiveness. The lowest two bids were the following:

Vendor	Total Bid
Baker Electric, Inc. of Corona, CA	\$686,675.00
California Building Evaluation & Construction, Inc. of Santa Fe Springs, CA	\$704,500.00

An analysis of the bids received indicates that Baker Electric, Inc. of Corona, CA is the lowest responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract will be included in the Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Consideration of Approval of Award Bid # 03-2122-01 and Contract to Birdgroup Construction, of Ranch Cucamonga, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid # 03-2122-01 | Renovation at 560 E. Hospitality Lane, Suites 330 and 460**, and contract, to Birdgroup Construction, of Rancho Cucamonga, CA in the amount of \$782,395.00. This includes the contract amount of \$711,269.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

This project includes construction services for renovation at 560 E. Hospitality Lane, Suites 330 and 460, which are to be divided up into Suites 420, 450, and 460. The scope includes renovation of an existing building to accommodate new layouts. All suites will have new flooring, millwork, drywall, framing, electrical to include Title 24 upgrades, plumbing, paint, fire alarm/sprinkler and mechanical modifications.

ANALYSIS

A Notice Inviting Bids was publicly advertised on October 2, 2021, and two bids were received on October 21, 2021. A virtual public bid opening was conducted by two DSO staff members. The results are below.

Vendor	Total Bid
Birdgroup Construction, of Ranch Cucamonga, CA	\$711,269.00
Caliber Construction, of Brea, CA	\$1,049,781.00

An analysis of the bids received indicates that Birdgroup Construction, of Ranch Cucamonga, CA is the lowest responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project will be covered by rental income received from tenants. Rental income and expense are accounted for in Fund 590, Investment Properties.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements and Task Orders as indicated on the attached list.

OVERVIEW

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- | | |
|---|--|
| • Architectural & Engineering | • Hazardous Material Assessment |
| • Civil Surveying | • Landscape Architecture |
| • Geotechnical | • Estimating |
| • Mechanical Engineering & Plumbing | • Division of the State Architect Inspector of Record |
| • Commissioning | • California Environmental Quality Act/
National Environmental Policy Act |
| • Special Inspection & Material Testing | |

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these contracts are included in the Bond Construction budget.



Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification November 18, 2021

[v.11.3.2021.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Issued	Date Ratified
RMA Group Rancho Cucamonga, CA	Special Inspection & Material Testing 2/13/2020	\$36,335.00	SBVC	Softball Field	CC01-3605.08 Special Inspection & Material Testing Services	8/19/2021	11/18/2021
Design West Engineering San Bernardino, CA	Commissioning 2/13/2020	\$31,180.00	CHC	Replacement of Existing Cooling Towers	CC02-3626-06.01 Commissioning Services	9/13/2021	11/18/2021
Architerra Design Group Rancho Cucamonga, CA	Landscape Architecture 2/13/2020	\$71,145.00	SBVC	Business Quad Development	CC01-3610-15.01 Landscape Architecture Services	9/1/2021	11/18/2021
HMC Group Ontario, CA	Architectural & Engineering 12/13/2019	\$27,000.00	SBVC	Gym Lobby Floor Replacement	CC01-3610-18.01 Architectural/Engineering Services	8/30/2021	11/18/2021
Knowland Construction Rancho Palos Verdes, CA	Division of the State Architect Inspector of Record 5/13/2021	\$49,200.00	CHC	Campus Accessibility and Site Improvements	CC02-3626-03.02 Inspector of Record Services	9/14/2021	11/18/2021
EFI Global, Inc. Riverside, CA	Hazardous Material Assessment 2/13/2020	\$8,029.00	SBVC	Campus Roof Replacement	CC01-3610-10.02 Hazardous Material Assessment Services	9/24/2021	11/18/2021



MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College - Softball Field

Task Order Awarded to: RMA Group

Task Order Executed: September 7, 2021

Amount: \$36,335.00

Selection Summary:

The shortlist of pre-qualified Special Inspection & Material Testing Services firms includes thirteen firms. Eleven firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee included four evaluators from District Facilities and one evaluator from the Program Management Office. RMA Group was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, RMA Group received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College - Business Quad Development

Task Order Awarded to: Architerra Design Group

Task Order Executed: September 21, 2021

Amount: \$71,145.00

Selection Summary:

The shortlist of pre-qualified Landscape Architecture Services firms includes six firms. Two firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee included one evaluator from District Facilities and two evaluators from the Program Management Office. Architerra Design Group was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, Architerra Design Group received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College - Gym Lobby Floor Replacement

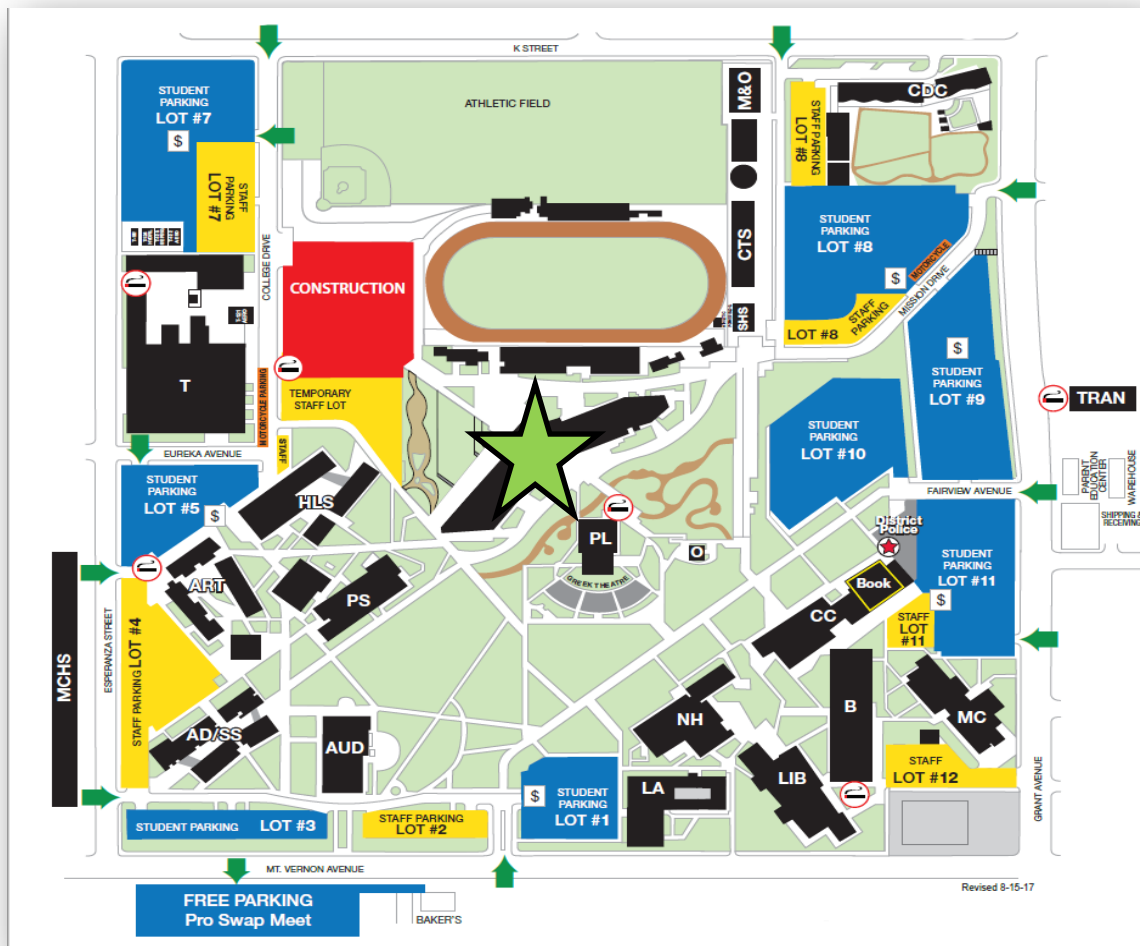
Task Order Awarded to: HMC Group

Task Order Executed: September 23, 2021

Amount: \$27,000.00

Selection Summary:

The shortlist of pre-qualified Architect & Engineering Services firms includes twenty firms. One firm submitted a proposal in response to the Request for Task Order Proposal. The selection committee included three evaluators from District Facilities and one evaluator from the Program Management Office. HMC Group was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. HMC Group was awarded the Task Order.



Revised 8-15-17



MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College - Campus Roof Replacement

Task Order Awarded to: EFI Global, Inc.

Task Order Executed: October 4, 2021

Amount: \$8,029.00

Selection Summary:

The shortlist of pre-qualified Hazardous Materials Assessment Services firms includes five firms. Five firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee included two evaluators from District Facilities and two evaluators from the Program Management Office. EFI Global, Inc. was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, EFI Global, Inc. received the highest cumulative score and was awarded the Task Order.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: November 18, 2021

SUBJECT: Board Committee Reports

RECOMMENDATION

This item is for information only.

OVERVIEW

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website <https://sbccd.edu/about-sbccd/board-of-trustees/bot-committees.php>

ANALYSIS

The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings. Updates are provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



Committees of the Board

Subject to the Brown Act

BOT COMMITTEES (with committee charge)	2021 BOARD MEMBERS (chairs are BOLD)
<p>Finance Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures. 	<ol style="list-style-type: none"> Gloria Harrison Anne Viricel Stephanie Houston
<p>Legislative Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf. Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum. Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees. 	<ol style="list-style-type: none"> Frank Reyes Anne Viricel John Longville



WE STAND WITH DREAMERS

SBCCD joined students across the 116 California Community Colleges to celebrate Undocumented Student Week of Action. Crafton Hills College and San Bernardino Valley College hosted online workshops providing community resources and campus services to support our Dreamers. Our primary job as the community's college is to open doors of opportunity for all students.



CHANCELLOR'S REPORT

11.18.2021

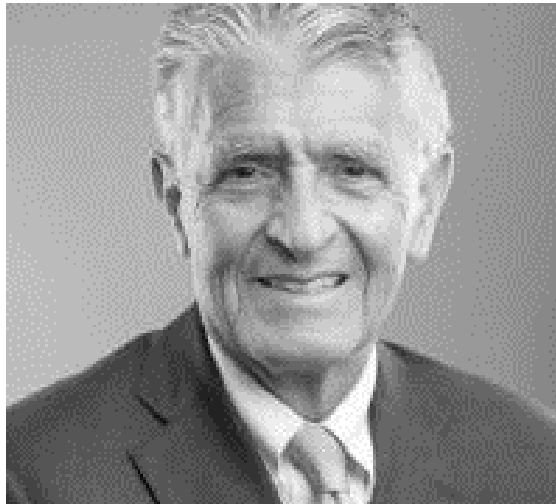


SBCCD IS A REGIONAL LEADER

SBCCD leaders visited our neighbors in the City of Redlands during their State of the Community event. SBCCD and the City of Redlands continue to partner to build a college-going culture in the Inland Empire. SBCCD has a comprehensive vision that positively impacts our region and effectively employs strategies to enable our students to develop the knowledge, confidence, and ability to succeed.

HACU HALL OF CHAMPIONS

SBCCD Trustee Frank Reyes was inducted into the HACU Hall of Champions! On Oct. 25th, Trustee Reyes was recognized for his advocacy impact at the national level to increase federal funding for student opportunities. The Hall of Champions honors those who embody the mission of the Association through exemplary efforts "to champion Hispanic success in higher education."





WELCOME

TRUSTEE DR. NATHAN D. GONZALES

The San Bernardino Community College District Board of Trustees has appointed Dr. Nathan D. Gonzales to fill the vacant Area 4 trustee seat, representing Loma Linda, Redlands, and portions of Colton and San Bernardino.

The decision came at the October 28, 2021 public board meeting after the trustees had sent out a request for people interested in filling the seat to submit applications.

Gonzales has served the City of Redlands for 22 years in the Special Collections Division at the A.K. Smiley Public Library. Since 2013, as an historian, archivist, and curator, he has overseen the library's Lincoln Memorial Shrine museum's annual budget, personnel, and volunteer program. Gonzales also serves as an adjunct professor in the University of Redlands History Department. He earned his doctorate from University of California, Riverside.

During his comments to the board of trustees, Gonzales said his great-grandparents, who were immigrants, had limited educational opportunities, driving his appreciation for SBCCD's mission.

"With nearly 100 years of service to our region, SBCCD has made an immeasurable difference in the lives of hundreds of thousands of people.

I am excited about the opportunity to contribute my experiences to benefit students, families, and my community," said Gonzales.

Gonzales will fill the board vacancy that Trustee Donald L. Singer created when he retired on September 15 after serving since 2001. The vacancy drew interest from eight people.

"Dr. Gonzales' diverse expertise and commitment to education will be a tremendous asset to the board as we work together to uplift students and families," said SBCCD Board Chair Dr. Anne L. Viricel.

Gonzales will be sworn in at the November 18, 2021 board meeting. His appointment will be in effect until the next Trustee Area 4 election in November 2022.





CELEBRATING FACULTY & STAFF

The Chancellor's Holiday Tailgate Party & Chili Cook-Off

The holidays are approaching, and SBCCD has been working hard as the fall semester comes to a close. To show her gratitude, Chancellor Diana Rodriguez has planned a special celebration for SBCCD staff and faculty and to honor nearly 270 service award recipients from 2020 and 2021.

The Chancellor's Holiday Tailgate Party & Chili Cook-Off will be held outdoors, in the parking lot at the Del Rosa property (114 S. Del Rosa Dr., San Bernardino) on December 1st, 11:00 a.m. – 2:00 p.m. Enjoy the tailgate service awards, hors d'oeuvres, a Cornhole Toss Tournament, Giant Jenga, Horseshoes, and a Chili Cook-Off.

Bring your appetite and join the culinary magic by competing for the best SBCCD Chili! Submit your simmering stews in the Traditional Red Chili, Homestyle Chili, Chili Verde, or Salsa category. Awards will be given in all categories for People's Choice and Chancellor's Choice. To enter in the Chili Cook-Off email Heather Ford, hford@sbccd.edu. There will be no onsite cooking allowed. Please bring your crockpots full of your delicious chili goodness!

In addition, this year, SBCCD will spread worldwide cheer by providing the opportunity for staff and faculty to write holiday cards to our deployed troops at various bases around the world. This initiative is part of a campaign run

by The United Soldiers and Sailors of America (USASOA), a nonprofit organization whose mission is to provide the essentials of life to veterans and service members, protect the interests of veteran-owned businesses, and promote veteran interests on Capitol Hill.

COVID-19 SAFETY

SBCCD's COVID-19 rules and protocols align with the latest Cal/OSHA and CDPH guidance. Currently, our policy is:

- All individuals are required to wear a mask (unless actively eating or drinking)
- Avoid overcrowding small unventilated areas throughout the venue, especially near/in bathrooms
- Wash your hands for at least 20 seconds and sanitize as often as possible
- Avoid touching your mask, eyes, nose, and mouth with unclean hands
- Use hand sanitizer as often as appropriate
- Please practice social distancing
- Stay home and away from others if you are experiencing any of the following symptoms:
 - Cough
 - Fever or Chills
 - Runny Nose
 - Shortness of Breath
 - Difficulties Breathing
 - Dizziness
 - Fatigue
 - Muscle or Body Aches
 - Headache
 - Sore Throat
 - Nausea or Vomiting
 - Diarrhea
 - Loss of Taste or Smell
- Those who test positive for COVID or have recently been in close contact with COVID-positive individuals must reach out to the District's COVID contact-tracing team for follow-up and quarantine guidance.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Christopher M. Crew, Interim Director, Research & Planning

DATE: November 18, 2021

SUBJECT: Key Performance Indicator (KPI) Dashboard Updates

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached data sheets provide updates to the KPIs that have been revised with 2020-21 data.

ANALYSIS

- **KPI I.C Degrees and Certificates:** The number of total awards conferred has increased by 40.94% from 2,780 in 2017-2018 to 3,918 in 2020-2021, which is 28.31% higher than the state (+12.81%) for the same time period. The district has experienced an average increase of 379 graduates per year since the 2017-2018 baseline year. Females consistently represented a higher percentage of SBCCD graduates than males over this four-year period (average of 56.1% vs. 43.9%, respectively).
- **KPI I.E Transfer Ready:** The number of students who were transfer ready increased by 40.9%, from 2,178 in 2017-18 to 3,069 in 2020-21, with a four-year average of 2,431. On average, more females were transfer ready than males (four-year average of 1,434 and 994, respectively). The number of females that were transfer ready increased by 48.7%, while the number of males that were transfer ready increased by 29.9%.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this Board item.



Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

[v.10.27.2021.p.1|2]

Goal 1 – Student Success

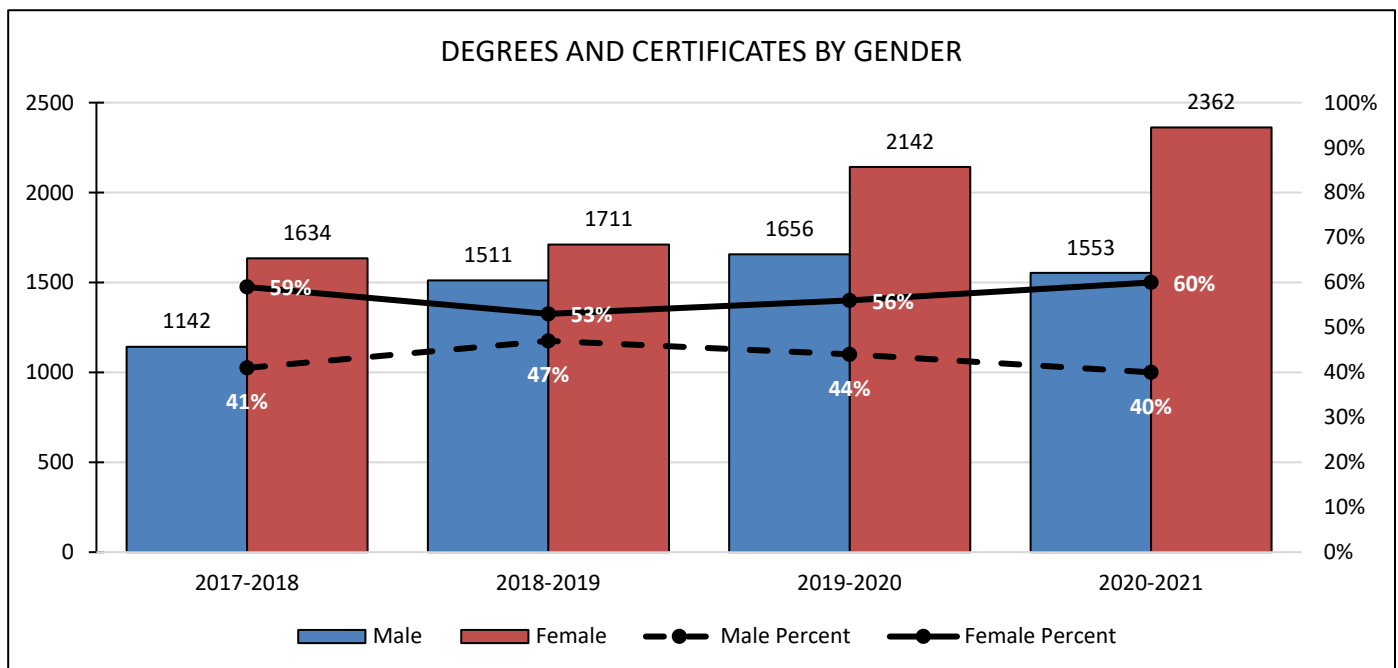
KPI I.C – Number of Degree and Certificates Awarded each Year

Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

Definition: Total number of degrees and certificates earned for the academic year. For this calculation, the academic year goes from summer of the previous year to spring of the subsequent year (e.g. Summer 2020 – Spring 2021 is the calendar for the 2020-2021 academic year).

Measurement Frequency: Annual

KPI I.C: # of Degrees and Certificates Awarded	2017-2018	2018-2019	2019-2020	2020-2021
Crafton Hills College (CHC)	1,131	1,336	1,650	1,543
San Bernardino Valley College (SBVC)	1,649	1,895	2,159	2,375
SBCCD (Total)	2,780	3,231	3,809	3,918



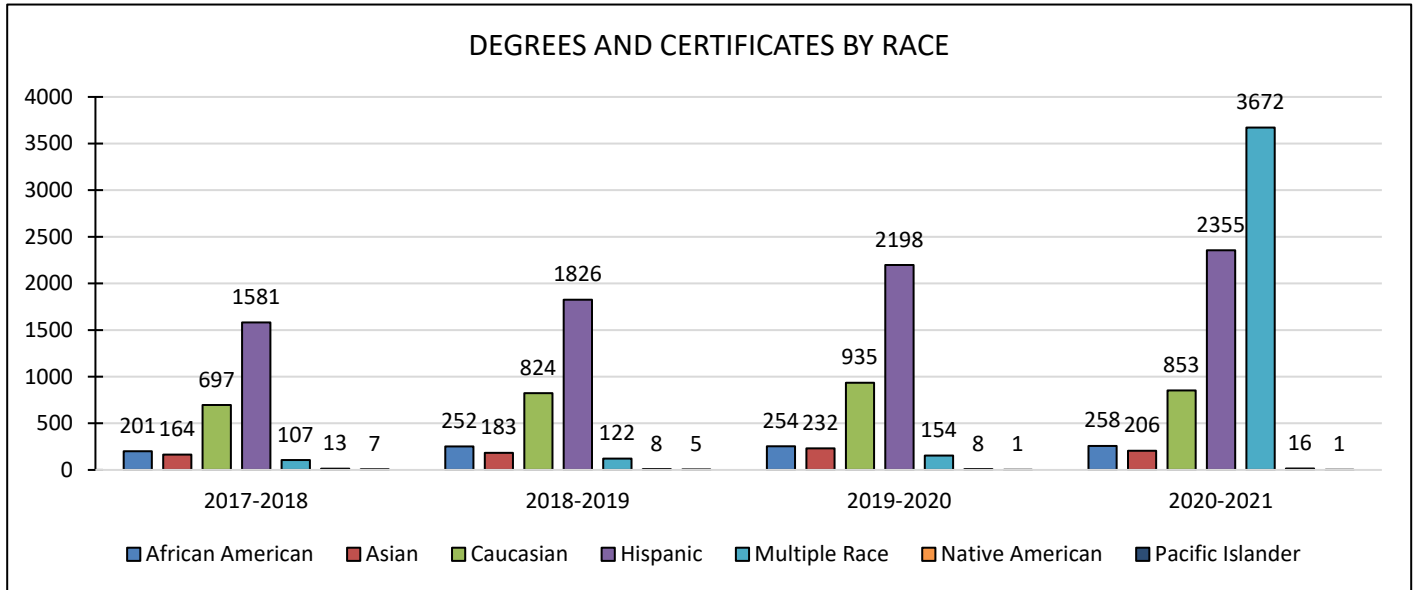
Note: Unknown gender students (27) were excluded from the bar graph but were included in SBCCD total in Table above.

Graduation Analysis - Overall and by Gender: The number of total awards conferred has increased by 40.94% from 2780 in 2017-2018 to 3918 in 2020-2021, which is 28.31% higher than the state (+12.81%) for the same time period. The district has experienced an **average increase of 379 graduates per year** since the 2017-2018 baseline year. Females consistently represented a higher percentage of SBCCD graduates than males over this four-year period (average of **56.1%** vs. **43.9%**, respectively).

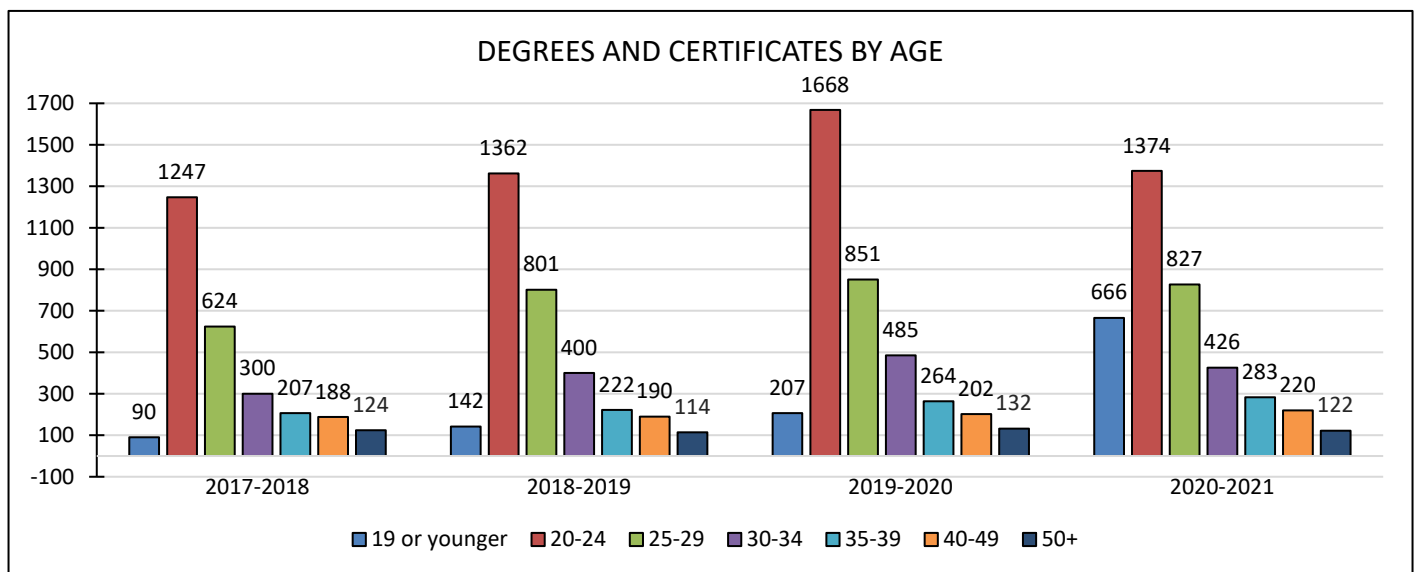


Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

[v.10.27.2021.p.2][2]



Analysis: On average, over this four-year period, Hispanics comprised approximately 57.9% (1990 per year) of all SBCCD graduates. The second highest were Caucasians with 24.1% (800 per year). The lowest were Pacific Islanders and Native Americans (5 per year and 11 per year, respectively). Only Hispanics and Multiple Race saw a consistent increase in graduates over this four-year period (16.3% per year and 24.9% per year, respectively).



Analysis: On average, over this four-year period, the **20-24 age group** comprised approximately 41.1% (1413 graduates per year) of all SBCCD graduates. The second highest was the **25-29 age group** with 22.6% (776 graduates per year) of all SBCCD graduates. The lowest was the **50 or older age group** (123 per year). Although it presents a small percentage of all SBCCD graduates, the number of the **19 or younger age group** has dramatically increased by 640% from 90 in 2017-28 to 666 in 2020-21.



Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

[v. 10.27.2021.p. 1|2]

Goal I – Student Success

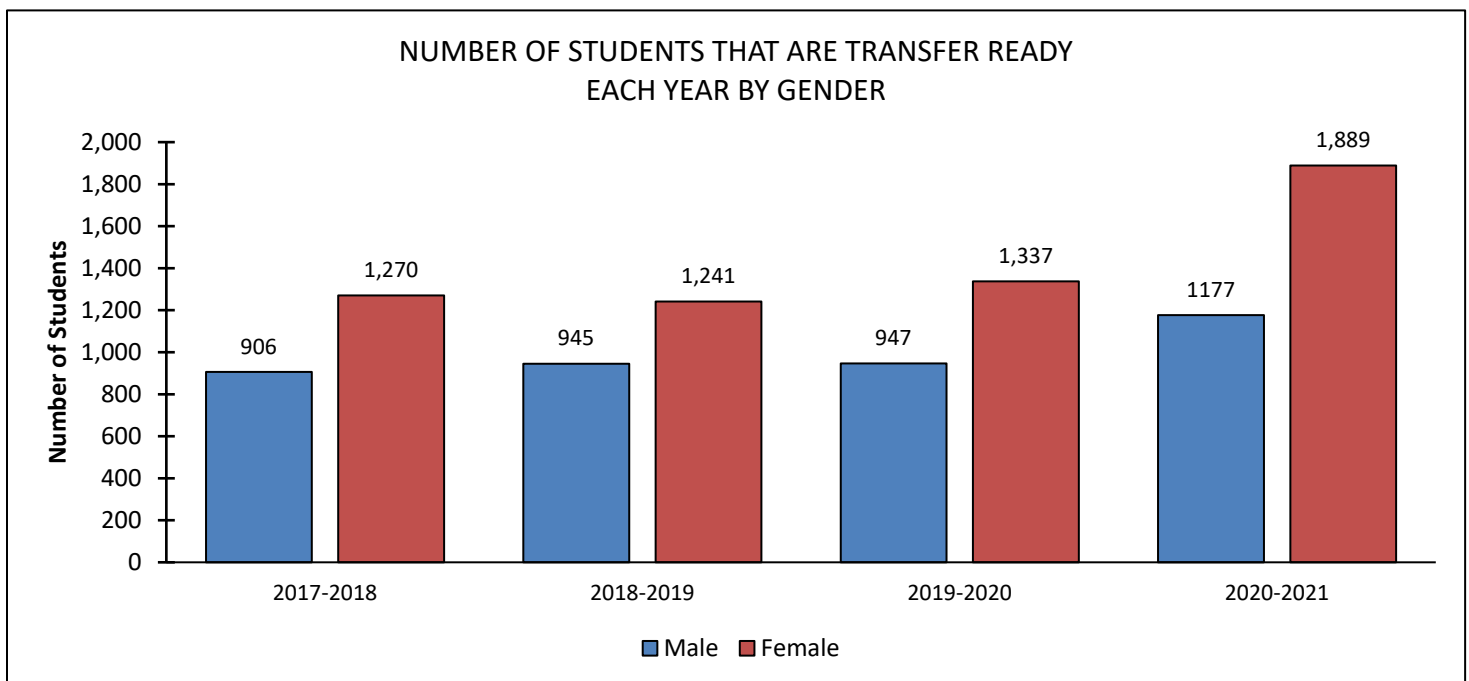
KPI I.E – Number of Students Who are Transfer Ready

Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

Definition: The total number of students that have (1) successfully completed both transfer-level Math and English courses, (2) completed 60 or more transferable units, and (3) achieved an overall GPA of at least 2.0 using transferable units.

Measurement Frequency: Annual

KPI I.E: Number of students who are transfer ready	2017-2018	2018-2019	2019-2020	2020-2021
Crafton Hills College	787	859	932	1,212
San Bernardino Valley College	1,585	1,555	1,620	2,194
SBCCD (Unduplicated Count)	2,178	2,187	2,288	3,069



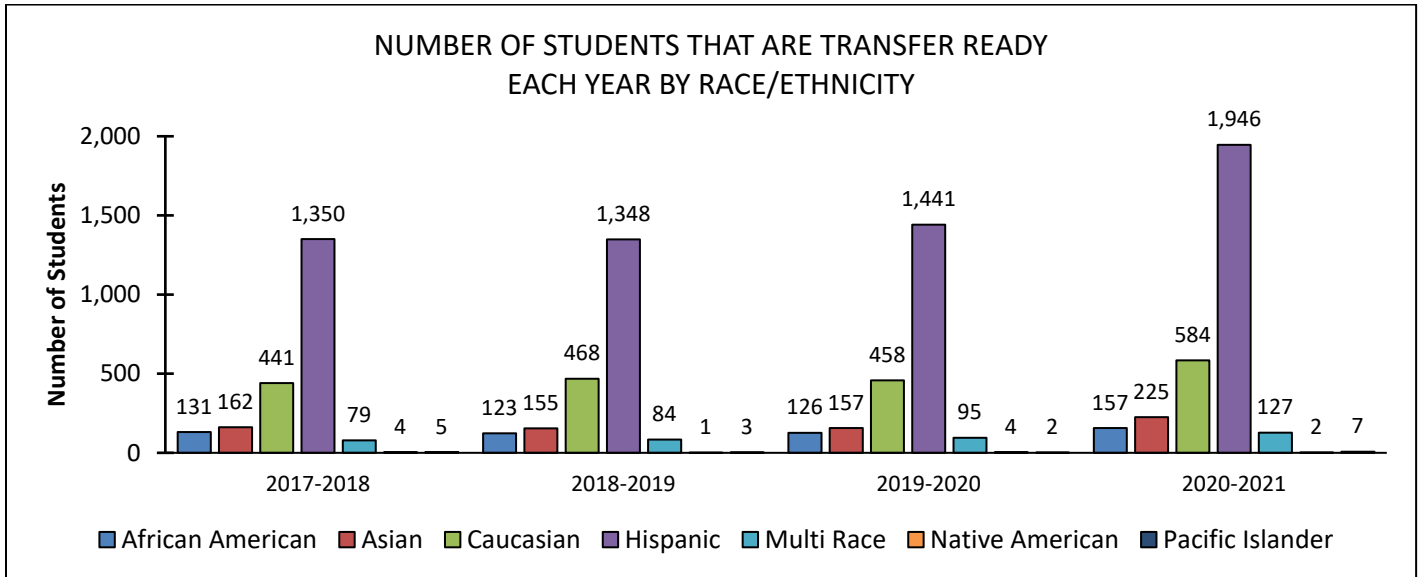
Note: Unknown gender students (10) were excluded from the bar graph but were included in SBCCD total in Table above.

Analysis - Overall and by Gender: The number of students who were transfer ready increased by **40.9%**, from 2178 in 2017-18 to 3069 in 2020-21, with a four-year average of 2,431. On average, more females were transfer ready than males (four-year average of 1,434 and 994, respectively). The number of females were transfer ready increased by 48.7%, while the number of males were transfer ready increased by 29.9%.

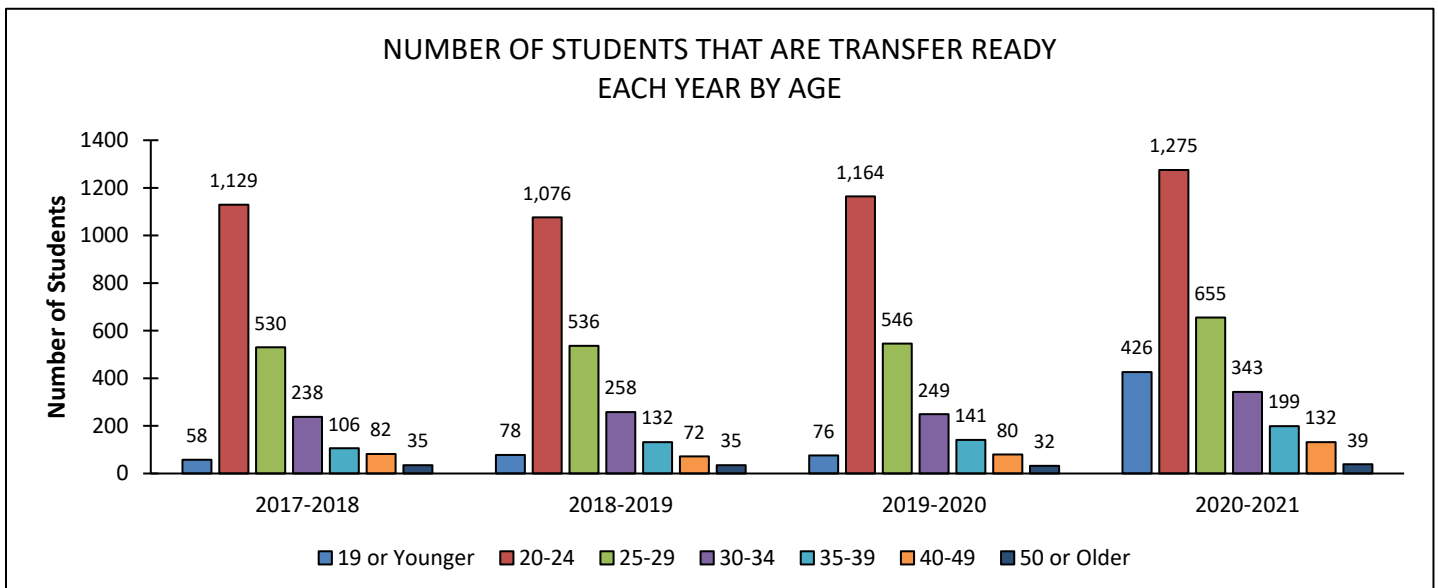


Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

[v.10.27.2021.p.2|2]



Analysis: On average, over the same four-year period, Hispanics had the highest number of students who were transfer ready (1,521 students per year). The number of Hispanics increased by 44.1% from 1350 in 2017-2018 to 1,946 in 2020-2021. The next highest was Caucasians (488), followed by Asians (175), African Americans (134), Multi Race (96), Pacific Islanders (4), and Native Americans (3).



Analysis: On average, over this four-year period, the 20-24 age group had the highest number of students who were transfer ready (1,161 per year). The next highest was the 25-29 age group (567), followed by the 30-34 age group (272), the 19 or younger age group (160), the 35-39 age group (145), the 40-49 age group (92), and the 50 or older age group (35). Although it presents a small percentage of all SBCCD students who were transfer ready, the number of the 19 or younger age group has increased by 635% from 58 in 2017-18 to 426 in 2020-21.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Christopher M. Crew, Interim Director, Research & Planning
DATE: November 18, 2021
SUBJECT: Analysis of AB 705 Student Success

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached report provides an analysis of AB 705 student success and retention.

ANALYSIS

AB 705 was designed to maximize the probability that a student will enter and complete transfer-level coursework in English and Math within a one-year timeframe. The attached report highlights the most important information on course success and retention.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this Board item.

SBCCD AB705 UPDATE

REPORT 4 OF 6 | SPECIAL POPULATIONS



Enrollment:

Statewide trend shows +51% in English & +53% in math for speical populations.

Retention Rate:

Defying concerns, course retention is unaffected by the AB-705 implementation

Success:

Statewide, special pop. students lag behind general population. Not true for SBCCD.

SBCCD Increased by 65% (3,601 to 5,958)

SBCCD retention rate remained at 85%

SBCCD Increased by 40% (2,096 to 2,937)



- SBCCD AB 705 Highlight

"Our new math placement process, one directly tied students' high school performance, leads to an increase in the number and percentage of students being placed into transfer-level math and more than doubles their likelihood of successfully completing transfer-level math within their first year."

- Implementation Actions



- Improve student awareness, especially those students who need the support.
- Encourage students that are struggling or dropped mid-semester to enroll in support courses.
- Utilize embedded tutors in partnership with Academic Success Centers.

MATH SUCCESS: Special population students increased their TL-Math success by 39% (388 students)

ENGL SUCCESS: Special population students increased their TL-ENG successes by 41% (453 students)

RETENTION: Special population students increased their overall retention by 49% (1,505 students)

TL MATH: SUCCESSES

PRE-AB705 **993 Students**

39% ↑ **1381 Students** POST-AB705

TL ENGLISH: SUCCESSES

PRE-AB705 **1103 Students**

41% ↑ **1556 Students** POST-AB705

OVERALL: RETENTION

PRE-AB705 **3044 Students**

49% ↑ **4549 Students** POST-AB705

SUMMARY: The percentage of Veterans, First-Generation Students, and Students with Disabilities completing transfer level English and Math in one year has in-ceased at a greater rate than the general population (~7% vs. ~5%). As such, the completion rate gap is almost closed in SBCCD's first year of implementation of AB 705.

Figure 1: Percent of Students, by Special Population, Completing TL English in 1 year

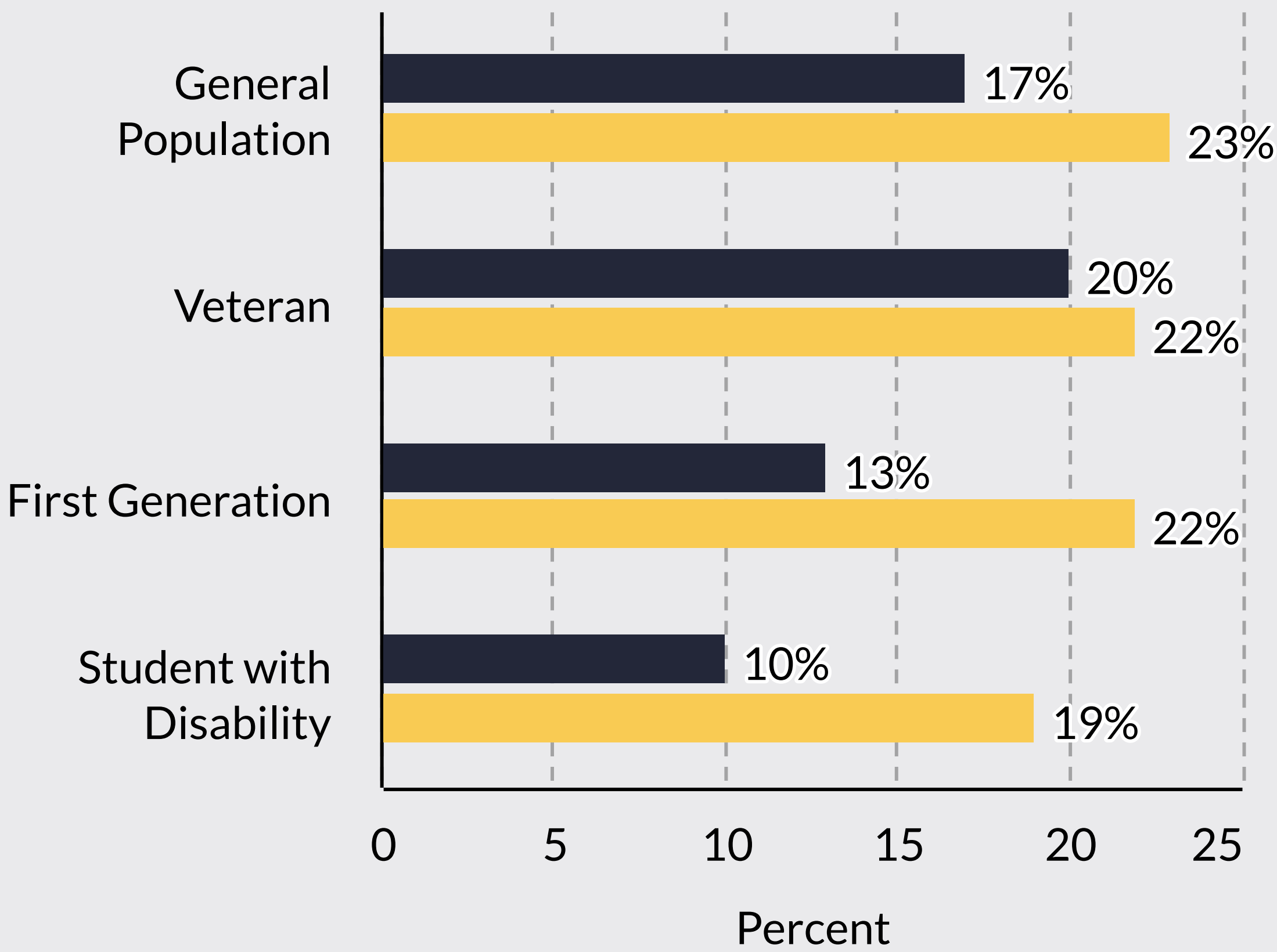
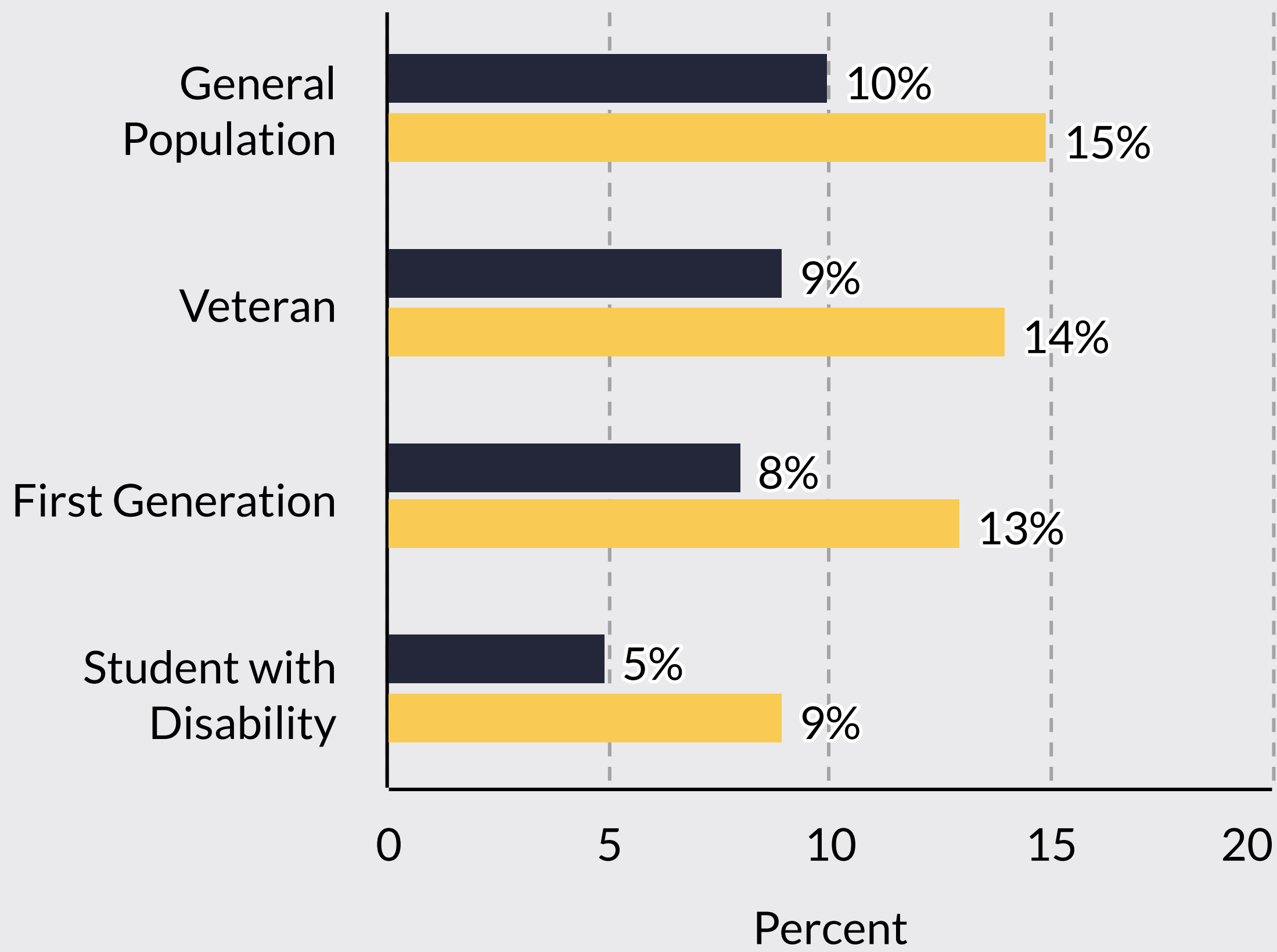


Figure 2: Percent of Students, by Special Population, Completing TL Math in 1 year



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: November 18, 2021

SUBJECT: Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and board meeting dates and times are posted on the district website 72-hours prior to the meeting date <https://sbccd.edu/meetings-and-agendas/index.php>

ANALYSIS

The Board Master Planning Action Calendar serves as a blueprint that can be used to increase transparency and efficiency districtwide.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

Board Master Planning Action Calendar

As of 11/4/2021 6:37 AM

Monthly	B&FS	<ul style="list-style-type: none"> - Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - Surplus Property 	<ul style="list-style-type: none"> - Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout 	<ul style="list-style-type: none"> - Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report
	FPC	<ul style="list-style-type: none"> - RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP) 	<ul style="list-style-type: none"> - Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments 	<ul style="list-style-type: none"> - Bond Construction COs/Amendments - CBOC Appointees
	HR	<ul style="list-style-type: none"> - Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase 	<ul style="list-style-type: none"> - Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic 	<ul style="list-style-type: none"> - Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	<ul style="list-style-type: none"> - AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports 	<ul style="list-style-type: none"> - Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report 	<ul style="list-style-type: none"> - Curriculum - Key Performance Indicators - Minutes

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • Budget Calendar (by 2/1) • Budget Directives 1st Reading • National Community College Month Resolution (by 2/1) • Sabbaticals Granted • Enrollment Report (P1) 	<ul style="list-style-type: none"> • Closed Session – Notice of Intent to Non-Renew (by 3/15) • Budget Directives 2nd Reading/Approval (by 3/1) • Nonresident Tuition Fee (by 3/1) • Apportionment Attendance Report P1 • Quarterly Investment Report • Budget Report (quarterly) 	<ul style="list-style-type: none"> • CBOC Annual Report (by 3/31) • Selection of Auditor (by 4/1) • Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15) • Grant Tenure/Tenure Contracts • Classified Employee of the Year <i>Endorsement</i>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Interfund Transfer Resolution • Constitutional Advance (optional) • Elect BOT Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process • 4/10 Alternate Summer Work Schedule for Management & Confidential Employees • Board Orientation Handbook 1st Reading • Student Trustee Privileges (by 5/15) • District Technology Strategic Plan – 1st Reading (last plan 2020-2023) • Enrollment Report (P2) 	<ul style="list-style-type: none"> • Quarterly Investment Report • Apportionment Attendance Report P2 • EEO Multiple Method Certification (by 6/1) • Board Orientation Handbook 2nd Reading • Preliminary Budget & Presentation (study session) • Resolution for Outgoing Student Trustees • ACCJC Institutional Self-Evaluation Report 1st Reading (by 8/1 every seven years. Last report 2020) • AP/BP 4235 - Credit for Prior Learning (every three years. Last approved 5/13/21) • District Technology Strategic Plan – 2nd Reading (last plan 2020-2023) • Budget Report (quarterly) 	<ul style="list-style-type: none"> • AP/BP 6320 Investments 1st Reading (annually) • Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15) • Authorized Signature List (annually) • Board Meeting Dates for Next FY • Bank Accounts (annually) • Tentative Budget (by 7/1) • Prop 30 EPA Expenditures Resolution (annually) • GANN Limit (by 7/1) • Meals, Refreshments, Open POs for Next FY • Order of Election and the Specifications of the Election Order (every 2 years on even numbered years) • New Student Trustee Orientation (information) • New Student Trustee Oath of Office

Board Master Planning Action Calendar

As of 11/4/2021 6:37 AM

Monthly	B&FS	<ul style="list-style-type: none"> - Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - Surplus Property 	<ul style="list-style-type: none"> - Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout 	<ul style="list-style-type: none"> - Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report
	FPC	<ul style="list-style-type: none"> - RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP) 	<ul style="list-style-type: none"> - Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments 	<ul style="list-style-type: none"> - Bond Construction COs/Amendments - CBOC Appointees
	HR	<ul style="list-style-type: none"> - Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase 	<ul style="list-style-type: none"> - Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic 	<ul style="list-style-type: none"> - Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	<ul style="list-style-type: none"> - AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports 	<ul style="list-style-type: none"> - Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report 	<ul style="list-style-type: none"> - Curriculum - Key Performance Indicators - Minutes

JULY			AUGUST			SEPTEMBER		
•	AP/BP 6320 Investments 2 nd Reading/Approval (<i>annually</i>)		•	Quarterly Investment Report		•	Final Budget Public Hearing and Approval (<i>by 9/15</i>)	
•	Transfer of Appropriations Resolution (<i>annually</i>)		•	Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>)		•	2024 ACCJC Midterm Report 2 nd Reading/Approval (<i>by 10/1. Last report 2020</i>)	
•	Annual Resolution to Pay Trustees		•	Apportionment Attendance Report P3		•	2027 ACCJC Institutional Self-Evaluation Report 2 nd Reading/Approval (<i>by 10/1. Last report 2020</i>)	
•	Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities		•	Final Budget Presentation (<i>study session</i>)				
•	Elect Chancellor's Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process		•	2024 ACCJC Midterm Report 1 st Reading/Approval (<i>by 10/1. Last report 2020</i>)				
			•	2027 ACCJC Institutional Self-Evaluation Report 1 st Reading/Approval (<i>by 10/1. Last report 2020</i>)				
•	Enrollment Report (P3)		•	Budget Report (quarterly)				
OCTOBER			NOVEMBER			DECEMBER		
•	Annual Campus Advisory Committees		•	Closed Session – Notice of Intent to Non-Renew		•	Closed Session – Notice of Intent to Non-Renew	
•	Initial Proposals to Reopen Negotiations with CSEA/CTA		•	Quarterly Investment Report		•	Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>)	
•	Annual Security Report (information item)		•	Annual Sabbatical Completion Report from last spring and fall (<i>by first semester after return</i>)		•	Reaffirm FCC Auction Guiding Principles (<i>annually</i>)	
			•	Budget Report (quarterly)		•	Audit Reports: District, CBOC, KVCR (<i>by 12/31</i>)	
						•	New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>)	
						•	BOT Annual Organizational Meeting	
						•	BOT Committee Member Assignments	
						•	BOT Member Assignment to the SBRETCJPA	
						•	BOT Member Assignment County Committee on School District Organization	
						•	BOT Executive Board	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: November 18, 2021
SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2021-22 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2021-22 fiscal year through October 26, 2021. As of that date, SBCCD was 32.3% through the fiscal year and had spent and/or encumbered approximately 25.3% of its budgeted general fund.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



Budget Revenue & Expenditure Summary

Year to Date 10/26/2021

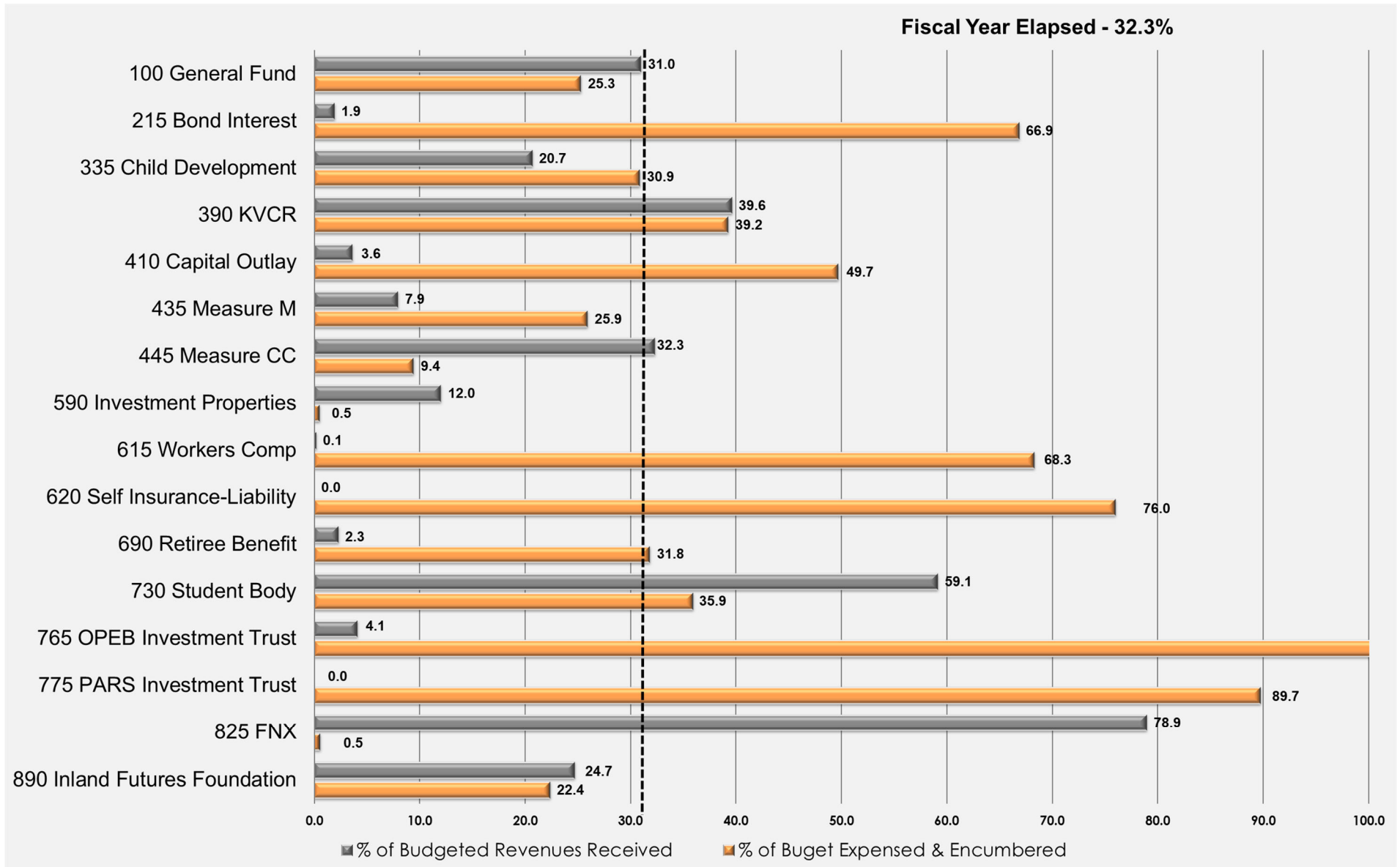
32.3% of Fiscal Year Elapsed

FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	222,612,358	68,975,754	31.0%	222,189,262	56,178,812	25.3%	
215 Bond Interest & Redemption	58,000,000	1,101,761	1.9%	58,000,000	38,774,429	66.9%	Taxes are determined and collected by the County for bond measures.
335 Child Development	3,986,901	823,483	20.7%	3,986,901	1,231,006	30.9%	Revenue activity posted one month in arrears.
390 KVCR	5,064,287	2,005,369	39.6%	4,382,834	1,719,507	39.2%	
410 Capital Outlay	2,503,251	90,640	3.6%	1,879,963	933,404	49.7%	RDA revenue posted by the County. \$321,000 encumbered for 2nd year of construction contract (DLR Group).
435 Measure M	23,500	1,865	7.9%	880,413	228,231	25.9%	1st quarter interest income posting in progress (based on average daily cash balance YTD).
445 Measure CC	3,400,000	1,097,728	32.3%	283,418,073	26,694,952	9.4%	1st quarter interest income posting in progress (based on average daily cash balance YTD). Expenditures consistent with project schedules.
590 Investment Properties	4,627,527	554,243	12.0%	2,028,789	10,000	0.5%	Revenue and expenditure activity posted one month in arrears. Jul and Aug activity posting in progress.
615 Workers Compensation	1,345,000	1,995	0.1%	2,570,000	1,755,555	68.3%	1st quarter interest income posting in progress (based on average daily cash balance YTD). \$1,442,183 encumbered for insurance program contribution.
620 Self Insurance-Liability	595,660	457	0.1%	1,135,000	862,539	76.0%	1st quarter interest income posting in progress (based on average daily cash balance YTD). \$748,223 encumbered for annual liability insurance payment.
690 Retiree Benefit	279,966	6,334	2.3%	279,966	89,049	31.8%	1st quarter interest income posting in progress (based on average daily cash balance YTD).
730 Student Body Center Fee	241,151	142,601	59.1%	241,151	86,663	35.9%	Student fees (revenue) collected at the beginning of the term.
765 OPEB Trust	1,000,000	40,943	4.1%	82,000	113,654	138.6%	Revenue and expenditure posted quarterly. \$90,792 recorded for Jul-Sep expenditure activity.
775 PARS Trust	4,900,000	-	0.0%	3,454,946	3,100,000	89.7%	Investment activity posted quarterly. \$3.1million disbursement to General Fund, KVCR, and FNX.
825 FNX	570,000	449,974	78.9%	553,028	301,023	54.4%	\$450,000 recorded for FY22 PARS transfer in. \$140,640 encumbered for PBS fee.
890 Inland Futures Foundation	823,525	203,490	24.7%	823,525	184,069	22.4%	



Budget Revenue & Expenditure Summary

Year to Date 10/26/2021



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: November 18, 2021

SUBJECT: Contracts Below \$96,700

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$96,700. Construction services are not included in this board item.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.

Routine Contract and Agreements

Board Date 11/18/2021

1 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22146	4 Imprint	Production of Logo Items	Marketing/CHC	\$430.13		
22095	Albertsons Companies	Clinicals	Pharmacy Tech/SBVC	No Cost		
22078	Allen Communication	Services	KVCR/KVCR	\$4,500.00		
22193	American College Health Association	Services	Health Center/SBVC	\$1,500.00		
22200	Articulate Global Inc.	Software/Online Services	Respiratory Care/CHC	\$1,298.00		
22077	AVID Center	Software/Online Services	Tutoring/CHC	\$5,000.00		
21716	Baker Electric Inc	On Demand Repairs Agreement	Maintenance/SBVC	\$60,000.00		
22154	Ben's Lock and Key	On Demand Repairs Agreement	Maintenance/CHC	\$3,500.00		
22089	Berg Fire Protection, Inc. dba Red Star Fire Protection	Repairs	Maintenance/SBVC	\$2,098.55		
22074	Best Golf Carts, Inc.	Repairs	Athletics/SBVC	\$1,159.39		
22144	Best Golf Carts, Inc.	Repairs	TESS/SBCCD	\$978.60		
21841	Biocept Inc.	Participation Agreement	Pool/CHC	No Cost		
22071	BSN Sports Inc.	Production of Team Uniforms	Athletics/CHC	\$974.00		

Routine Contract and Agreements

Board Date 11/18/2021

2 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22124	CAE Healthcare Inc.	Maintenance Agreement	Nursing/SBVC	\$4,590.00		
22171	California Department of Corrections & Rehabilitation	Braille Transcribing	ATPC/SBCCD	\$56,000.00		
22172	CDW Government Inc.	Maintenance Agreement	TESS/SBCCD	\$1,645.20		
22173	CDW Government Inc.	Software/Online Services	Campus Tech/SBVC	\$2,827.80		
22161	College Source Inc.	Software/Online Services	Student Services/CHC	\$7,993.00		
22174	Compressed Air Specialties Inc.	Repairs	Fire Technology/CHC	\$3,388.41		
22067	Computerized Embroidery Company, The	Production of Team Uniforms	Athletics/SBVC	\$393.12		
22068	Computerized Embroidery Company, The	Production of Team Uniforms	Athletics/SBVC	\$242.44		
22091	Control Solutions, Inc.	Repairs	Health Services/SBVC	\$65.73		
22184	Cox, Ken dba Ken Cox Photography	Services	Veterans/SBVC	\$750.00		
22097	Crown Lift Trucks	Maintenance Agreement	EDCT/SBCCD	\$1,080.00		
22160	Crown Lift Trucks	PO as Contract	EDCT/SBCCD	\$495.00		
22158	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$594.78		
22159	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$1,481.56		

Routine Contract and Agreements

Board Date 11/18/2021

3 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22069	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$700.38		
22120	CurriQunet	Services	TESS/SBCCD	\$38,899.00		
22175	Del Rosa Villa	Clinicals	EDCT/SBCCD	No Cost		
22079	Dewey Pest Control	Services	Facilities Planning/SBCCD	\$3,300.00		
22163	Digital Dynamics 360, Inc.	Services	Marketing/SBVC	\$17,400.00		
22165	Dinosaur Tire and Road Service, Inc.	On Demand Repairs Agreement	Maintenance/CHC	\$1,425.00		
22195	DJ Free Leonard dba Human Writes Music Group	Licensing	KVCR/KVCR	No Cost		
22194	DJ Free Leonard dba Human Writes Music Group	Program Acquisition	KVCR/KVCR	No Cost		
22116	Doing Good Works	Production of Team Uniforms	Athletics/SBVC	\$237.05		
22133	EdCert LLC dba ACUE	Training Services	Program Development/CHC	\$40,000.00		
22176	Electude USA LLC	Software/Online Services	Automotive/SBVC	\$1,398.00		
22141	Entrinsik, Inc.	Training Services	TESS/SBCCD	\$2,500.00		
22153	Exclusive Auto	On Demand Repairs Agreement	Maintenance/CHC	\$1,000.00		

Routine Contract and Agreements

Board Date 11/18/2021

4 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22080	FilmTools - Magnasync Movidla Corp	Software/Online Services	KVCR/KVCR	\$62,295.56		
22139	FilmTools - Magnasync Movidla Corp	Software/Online Services	FNX/KVCR	\$245.34		
22098	First Impressions Screen Printing	Production of Logo Items	Chancellor/SBCCD	\$5,348.71		
22099	Fontana Aquatics Club	Income - Facilities Use	Pool/CHC		\$1,000.00	
22156	Foreman, Rebecca	Consultants	Mathematics/SBVC	\$2,000.00		
22127	Foundation of California Community Colleges	Matriculation MOU	TESS/SBCCD	No Cost		
22123	Fries, Kevin	Sheriff On Site Supervisor	Police Science/SBVC	No Cost		
22119	G/M Business Interiors	Installation Services	Maintenance/CHC	\$6,997.02		
22188	Gabriel, Mozart dba Claymo Productions	Licensing	KVCR/KVCR	No Cost		
22134	Gail Davis & Associates Inc.	Speaker	Student Equity/SBVC	\$15,000.00		
22135	Gail Davis & Associates Inc.	Speaker	Student Equity/SBVC	\$10,000.00		
22136	Gail Davis & Associates Inc.	Speaker	Student Equity/SBVC	\$10,000.00		
22177	Golf Cars of Riverside Inc.	Repairs	Veterans/SBVC	\$1,249.45		
22178	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,516.58		

Routine Contract and Agreements

Board Date 11/18/2021

5 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22179	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$2,087.48		
22180	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,300.50		
22129	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$2,103.00		
22130	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,127.33		
22131	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,516.58		
22132	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,065.05		
22075	Healy Awards	Services	Athletics/SBVC	\$1,901.10		
22157	HMC Architects	Professional Services	Administrative Services/SBVC	\$15,000.00		
22100	Howard Gary Shannon Productions	Program Acquisition	KVCR/KVCR	No Cost		
22181	Huang, Robert	Consultants	TESS/SBCCD	\$8,800.00		
22101	iContracts, Inc formerly PolicyStat, LLC	Software/Online Services	Chancellor/SBCCD	\$3,562.00		
22182	IDAutomation.com Inc.	Software/Online Services	TESS/SBCCD	\$139.00		
22183	IE Gourmet Food Trucks	Catering	Student Life/CHC	\$1,000.00		
22121	Inland Signs, Inc.	Installation Services	Chancellor/SBCCD	\$2,489.55		

Routine Contract and Agreements

Board Date 11/18/2021

6 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22062	Innovative Educators	Software/Online Services	Student Services/CHC	\$22,990.00		
22090	Interior Office Solutions	Installation Services	Administrative Services/SBVC	\$2,650.19		
22140	KUAC and University of Alaska Fairbanks	Program Acquisition	KVCR/KVCR	No Cost		
22197	Laboratory Microscope Specialist - LMS	Repairs	Biology/SBVC	\$910.00		
22186	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$634.55		
22187	Letterhead Factory Inc.	Services	Student Life/SBVC	\$82.13		
22102	LexisNexis Coplogic Solutions Inc.	Software/Online Services	District Police/SBCCD	\$6,875.00		
22170	Martinez, Walter dba DJ Wall-E	Performer	Student Life/CHC	\$500.00		
22143	Matos, Jennifer	Speaker	Student Equity/SBVC	\$2,000.00		
22085	Mercadante, Dominic dba Domco Productions	Production of Uniforms	Fire Technology/CHC	\$2,000.00		
22169	MESA Laboratories Inc.	Services	SINS/CHC	\$105.00		
22142	Mettler-Toledo Rainin, LLC	Repairs	Microbiology/SBVC	\$1,107.67		
22137	Myers Protrack	Software/Online Services	FM/KVCR	\$19,758.35		
21715	New Seed Landscape Service, Inc.	Amendment	Maintenance/SBVC	\$60,000.00		\$20,000.00

Routine Contract and Agreements

Board Date 11/18/2021

7 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22073	New York Public Radio - WNYC	Broadcasting Rights	FM/KVCR	\$18,224.00		
22103	Newsome, Brandy	Speaker	Student Equity/SBVC	\$250.00		
22145	Niche.com Inc.	Services	Marketing/CHC	\$9,990.00		
22189	Original Mowbray's Tree Service Inc., The	Training Services	EDCT/SBCCD	\$15,000.00		
22104	Palomar CCD	Software/Online Services	Financial Aid/SBVC	\$575.00		
22088	Party Plus Rental	Rental	Student Equity/SBVC	\$4,548.50		
22198	pdfkey.com	Software/Online Services	ATPC/SBCCD	\$550.00		
22092	Plagix, LLC	Software/Online Services	TESS/SBCCD	\$2,700.00		
22066	Polar Leasing Company Inc.	Rental	Maintenance/SBVC	\$20,011.00		
22094	Prime Promos LLC	Production of Logo Items	Humanities/SBVC	\$348.57		
22070	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$764.49		
22115	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$2,254.13		
22128	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$3,464.97		
22126	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$2,246.06		

Routine Contract and Agreements

Board Date 11/18/2021

8 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19726	Procopio, Cory, Hargreaves & Savitch LLP	Legal	Facilities Planning/SBCCD	\$25,000.00		
22081	PRX, Inc.	Broadcasting Rights	FM/KVCR	\$13,296.88		
22147	R Dependable Construction Inc.	Installation Services	Child Development/SBVC	\$7,800.00		
22105	Rayne Water Conditioning - San Bernardino	Services	SINS/CHC	\$511.20		
22162	Redlands Hometown Heroes Foundation	Advertising	Marketing/CHC	\$500.00		
22076	Redlands Plumbing, Heating and Air Conditioning Inc.	UCCAP	Maintenance/SBVC	\$42,108.00		
22106	Riverside CCD	Income - Contract Ed	EDCT/SBCCD		\$5,000.00	
22112	Riverside CCD	Income - Contract Ed	EDCT/SBCCD		\$32,778.92	
22168	Riverside Healthcare System, L.P. dba Riverside C. Hospital	Clinicals	Program Development/CHC	No Cost		
22196	Romberg, Brian dba Brian's Bee Removal Service	Services	Grounds/CHC	\$1,000.00		
22082	San Bernardino, County of	Income - Facilities Use	Facilities Planning/SBCCD		No Charge	
22093	San Bernardino, County of, Department of Public Health	Income - Facilities Use	Facilities Planning/SBCCD		No Charge	

Routine Contract and Agreements

Board Date 11/18/2021

9 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22148	Sandberg, Michaelene	Services	Emergency Medical Services/CHC	\$2,000.00		
22087	SantaClaus Inc.	Participation Agreement	Calworks/SBVC	No Cost		
22192	Scantron Corporation	Maintenance Agreement	Technical Training/SBVC	\$4,836.53		
18139	Shred-It	Amendment	EOP&S/SBVC	\$10,000.00		Extend Term
17902	Shred-It	Amendment	Financial Aid/SBVC	\$6,090.00		\$2,030.00
21992	Shred-It	Services	DSP&S/SBVC	\$3,500.00		
22083	Sierra Vista Behavioral Health Center	Clinicals	Psychiatric Technology/SBVC	No Cost		
22118	Simplesharepoint	Services	Technology Services/SBVC	\$35,000.00		
20213	Siteimprove, Inc.	Software/Online Services	TESS/SBCCD	\$7,440.00		
22151	Smog and Save	On Demand Repairs Agreement	Maintenance/CHC	\$300.00		
22107	Sock Fancy LLC	Production of Logo Items	Chancellor/SBCCD	\$1,063.58		
22150	Studica, Inc	Software/Online Services	Computer & Information Science/CHC	\$18,861.64		
22122	Sun Runner Media	Program Acquisition	TV/KVCR	No Cost		
22113	Sunstate Equipment Company	Rental	Maintenance/CHC	\$1,000.00		

Routine Contract and Agreements

Board Date 11/18/2021

10 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22190	Susan Saxe-Clifford PH.D ABPP APC	Services	District Police/SBCCD	\$450.00		
22084	Swank Motion Pictures Inc.	Broadcasting Rights	Calworks/SBVC	\$1,730.00		
21819	Three Peaks Corp.	On Demand Repairs Agreement	Maintenance/CHC	\$3,500.00		
22167	Timeless Plaques & Awards	Production of Awards	Police Science/SBVC	\$302.84		
22086	TouchNet Information Systems Inc.	Training Services	TESS/SBCCD	\$1,500.00		
22108	Two Roads Inc. dba Lindsey Jones	Software/Online Services	Respiratory Care/CHC	\$9,450.00		
22114	Umstot Project & Facilities Solution LLC	Consultants	Facilities Planning/SBCCD	\$40,000.00		
22149	United States Olympic Committee	Income - Facilities Use	Athletics/CHC		\$1,500.00	
22072	University of Redlands	Clinicals	Academic Success/SBVC	No Cost		
22117	Web 4 Half LLC	Production of Logo Items	Marketing/CHC	\$247.33		
22125	Weed Abatement Services	Services	Maintenance/CHC	\$4,285.00		
22109	Western Audio Visual	Services	TESS/SBCCD	\$1,080.00		
22155	Western DC Systems, Inc.	Maintenance Agreement	Maintenance/CHC	\$4,300.00		
22166	Westpy Marketing Service	Production of Logo Items	FM/KVCR	\$1,286.51		

Routine Contract and Agreements

Board Date 11/18/2021

11 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
22138	Westpy Marketing Service	Production of Logo Items	FNX/KVCR	\$303.36		
22199	Wftpserver.com	Software/Online Services	ATPC/SBCCD	\$550.00		
22164	Williams, Elijah dba Ad Partum Creative LLC	Production of Logo Items	Student Equity/SBVC	\$16,917.75		
22191	Wirz & Company	Production of Logo Items	RTVF/SBVC	\$5,406.80		
22096	Yosemite CCD	Income - Grant	Child Development/SBVC		\$34,500.00	
22152	Yucaipa & Calimesa News Mirror	Advertising	Marketing/CHC	\$450.00		
22110	Zepeda, Eleno	Speaker	Student Equity/SBVC	\$250.00		

Total Number of Contract - 143

\$899,446.42

\$74,778.92

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management and Construction

DATE: November 18, 2021

SUBJECT: COVID-19 Vaccinations

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

On September 23, 2021, the Board of Trustees approved Resolution #2021-09-23-FPC-01, which mandated COVID-19 vaccinations for all students and employees learning or working on district operated sites to be fully vaccinated by January 7, 2022.

ANALYSIS

The purpose of this report is to provide the Board of Trustees a monthly update outlining actions that have been taken to promote vaccination opportunities to the campus community and support the infrastructure needed to implement the mandate. The attached highlights action of staff in securing a vendor to facilitate implementation, items discussed by the SBCCD's Safe Reopening Task Force, and two on-campus vaccination events.

INSTITUTIONAL VALUES

- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

It is anticipated that the costs associated with implementation of the vaccination mandate at SBCCD will be included in the SBCCD CARES Act plan and budget.



COVID-19 Vaccination REPORT TO THE BOARD November 18, 2021

[v.11.3.2021.p.1|1]

Vendors to Assist in Implementation

A focus group has begun interviewing a number of vendors offering on-site COVID-19 testing services, as well as COVID-19 testing and vaccination record collection, verification, and storage. The group's primary topics of interest included the vaccination-record management program's compatibility with the existing IT infrastructure of SBCCD, ease of use across multiple campus departments, and potential out-of-pocket costs. Group members include: campus Presidents, Vice Presidents of Student Services, various Student Services staff members, and DSO staff members from TESS, Human Resources, and Facilities Planning, Emergency Management and Construction,

Safe Reopening Taskforce Update

The members of the Safe Reopening Taskforce met on October 13 and October 27. Below is a summary of topics discussed:

- › Details on the process surrounding vaccination record collection and on-site COVID-19 testing services will be provided to the taskforce, once vendor(s) are selected.
- › Faculty representatives and representatives from the offices of Instruction and Student Services will continue discussions on potential ramifications to enrollment in in-person classes if a student does not meet the January 7 deadline for vaccination (or the criteria for exemption).

On-Campus Vaccination Events

	Crafton Hills College	San Bernardino Valley College
Sponsoring Organization	CHC Student Services; Family Service Association of Redlands	SBVC Latino Faculty, Staff and Administrators Association (LFSAA); Training Occupational Development Educating Communities (TODEC)
Dates	11/10/21 (1 st dose Pfizer) and 12/02/21 (2 nd dose Pfizer)	11/03/21
Hours	12:00 p.m. – 5:00 p.m.	6:00 p.m. – 9:00 p.m.
Location	Crafton Hall	Outdoor by the Greek Theater
Provider	San Bernardino County Department of Public Health	Molina Healthcare/Clinica Medica
Vaccine	Pfizer and Johnson & Johnson*	Pfizer and Moderna**
Age Groups	12 years and older (Pfizer); 18 years and older (Johnson & Johnson)	12 years and older (Pfizer); 18 years and older (Moderna)
Registration	Walk-ins welcome, but registrations strongly encouraged. To register, go to http://sbccovid19.com/vaccine ; click "MyTurn.ca.gov" and when prompted for location, enter zip code 92399; click on "Crafton Hills College"	Pre-Registration: Not required; all vaccinations were provided on a walk-in basis.
Additional Info	Family Services Association will be distributing incentives to students who get vaccinated on either date, including backpacks and \$25 gift cards. Flu shots will be available for patients 3 years and older who elect to receive them. <i>* Johnson & Johnson available on both dates, but only one J&J dose is required for full vaccination.</i>	Event held in conjunction with LFSAA's <i>El Dia de los Muertos Celebration</i> . TODEC distributed \$25 gift cards and gift bags to students who got vaccinated. <i>** Attendees who received their first dose were provided resources to schedule a second-dose at a local County-hosted vaccination site.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director of Fiscal Services

DATE: November 18, 2021

SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2021 increased \$1,787,495 to \$47,762,800 from the previous estimate of \$45,975,305.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.



General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2021-2022

(as of October 29, 2021, rounded to the nearest \$1,000)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	32,487	38,974	48,062	56,594	52,578	48,134	62,101	73,666	66,903	73,850	68,820	58,516		
Receipts														
Federal	139		106		156	4	4,446	175	2,443	1,650	18	22,461		31,598
State	11,532	9,573	29,825	7,049	7,842	13,616	20,776	2,462	13,862	5,823	6,410	1,576		130,346
State Deferral Repayment*	3,736	3,736	3,736	3,736	3,736									18,679
Local	1,572	3,630	2,652	2,825	4,233	20,564	4,339	1,280	1	2,860	276	4,499		48,731
Interfund Transfer & Sale of Assets	930	933	930	750	750	750	752	-2,198	3,697	753	3,315	573		11,937
Accounts Receivable/Accruals	1,045	-1,123	323	1,398	12	3,725	1,048	9,421	3,947	5,251	196	562		25,804
Total Receipts	18,954	16,751	37,572	15,759	16,729	38,659	31,362	11,140	23,949	16,337	10,214	29,671		267,096
Disbursements														
Academic Salaries	2	2,443	4,350	4,925	5,063	5,042	4,982	4,306	4,735	4,919	4,900	6,941		52,607
Classified Salaries	2,730	2,598	2,699	3,347	3,281	3,443	3,202	3,069	3,220	3,286	3,231	3,695		37,800
Benefits	1,264	-1,073	2,378	3,121	3,143	2,027	3,143	2,991	3,092	3,126	3,012	4,213		30,437
Supplies & Materials	239	166	-277	394	280	5	234	218	387	1,031	713	1,080		4,469
Other Operating Exp	2,238	1,550	590	5,953	8,383	4,493	5,868	5,067	2,729	7,511	4,306	25,111		73,800
Capital Outlay	587	108	-388	192	268	101	797	281	782	664	934	3,468		7,794
Other Outgo	853	102	1,786	1,371	764	921	618	1,026	784	767	3,562	447		13,001
Longterm Post-Employment Benefits	-6	-10	-8	-10	-10	-10	45	-1	7		-1	-2		-7
Accounts Payable/Accruals	4,559	1,778	17,910	482	1	8,673	907	948	1,267	62	-139	-4,528		31,919
Total Disbursements	12,466	7,663	29,040	19,774	21,173	24,692	19,796	17,904	17,002	21,366	20,518	40,424		251,820
Increase / (Decrease) in Cash Balance	6,487	9,088	8,532	-4,016	-4,444	13,966	11,565	-6,764	6,947	-5,030	-10,304	-10,753		
Estimated Ending Cash Balance	38,974	48,062	56,594	52,578	48,134	62,101	73,666	66,903	73,850	68,820	58,516	47,763		

*Deferrals are reductions in cash payments owed to the District due to an unbalanced State budget. The State anticipates full repayment of FY 2020-2021 deferrals by November 2021.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

September 21, 2021

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

Bilingual Stipend Article 7.3

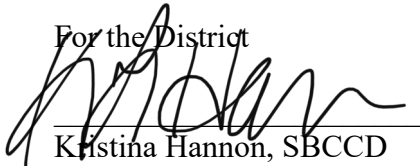
In accordance with Article 7.3.2., the Parties mutually agree upon the locations and the forty eight (48) eligible unit members to receive the bilingual stipend. In the event that a vacancy occurs on the ***Bilingual Stipend List***, the Parties mutually agree to offer the bilingual stipend to the next eligible unit member in the eligibility pool. Therefore, the Parties mutually agree that effective November 1, 2021, the following unit members listed below shall be added to the ***Bilingual Stipend List*** and shall be compensated at the rate of \$50.00 per month for providing bilingual services and skills.

- Raquel Garcia
- Cindy Huerta

Attached is the list of the unit members that are approved to receive the Bilingual / Bi-literate stipend in accordance with Article 7.3.2.1.

This agreement is subject to all approval required by the CSEA 610 Policy and the District.

For the District



Kristina Hannon, SBCCD
Vice Chancellor, Human Resources &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Abe Fulgham, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member

A handwritten signature in black ink, appearing to read 'MSK', with a horizontal line drawn underneath it.

Myesha Kennedy, CSEA LRR

#	Bilingual Stipend List				
	Name	Department	Site	Bilingual	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2010
2	Bojorquez, Ana	DSP&S	SBVC	x	2010
3	Davila, Maria	Bookstore	CHC	x	2010
4	Delgado, Rocio	Financial Aid	SBVC	x	2010
5	Elizalde, Noemi	Fiscal Services	DIST	x	2010
6	Ramirez, Fermin	Financial Aid	SBVC	x	2010
7	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2010
8	Rodriguez, Natividad	EOPS/CARE	CHC	x	2010
9	Romo, Maria Silvia	Admissions/Records	SBVC	x	2010
10	Salas, Nancy	Social Science/CDC	SBVC	x	2010
11	Lehman, Veronica	Financial Aid	CHC	x	2011
12	Frausto, Jeanette	Financial Aid	SBVC	x	2016
13	Molina, Liliana	Business Office	SBVC	x	2016
14	Garcia, Gabriela	Financial Aid	SBVC	x	2016
15	Peraza, Zayne	Library	CHC	x	2016
16	Alvarez, Jose Luis	Grounds	SBVC	x	2017
17	Campos, Norma	Student Services	SBVC	x	2017
18	Vargas, Geno	Maintenance Operations	SBVC	x	2017
19	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
20	Martinez, Anabel	CBO	SBVC	x	2018
21	Moncada, Rosita	Tess	DIST	x	2018
22	Moreno, Juana	CDC	SBVC	x	2018
23	Perez-Ponce, Blanca	CDC	SBVC	x	2018
24	Rojas, George	CDC	SBVC	x	2018
25	Serna, Marina	Student Services	SBVC	x	2018
26	Williams, Sophia	CDC	SBVC	x	2018
27	Portillo, Maritza	Student Activities	SBVC	x	2019
28	Rosales, Manuel	Technology Services	SBVC	x	2019
29	Treacy-Abarca, Blanca	CDC	SBVC	x	2018
30	Morales, Martha	CDC	SBVC	x	2020
31	Dominguez, Andres	Culinary Arts	SBVC	x	2020
32	Alatorre, Yesica	KVCR	DIST	x	2020
33	Chavez, Rosemary	EOPS/CARE	SBVC	x	2020
34	Sanchez, Carmen	Print Shop	CHC	x	2020
35	Arteaga, Lorenza	Food Services	SBVC	x	2020
36	Gomez, Tanya	Food Services	SBVC	x	2020
37	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
38	Navarrete, Belinda	Admissions & Records	CHC	x	2020
39	Hayton, Claudia	Financial Aid	CHC	x	2020
40	Gil, Aida	STAR Program	SBVC	x	2021
41	Davis, Ariel	Research	SBVC	x	2021
42	Vasquez, Nancy	CDC	SBVC	x	2021
43	Aguilar, Lupita	Office of Instruction	SBVC	x	2021
44	Ramirez Jazmin, Lucia	CDC	SBVC	x	2021
45	Acosta, Priscilla	CDC	SBVC	x	2021
46	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2010
47	Huerta, Cindy	Student Services	SBVC	x	2017
48	Garcia, Raquel	Social Science/CDC	SBVC	x	2010

#	Bi-literate Stipend List				
	Name	Department	Site	Bi-Literate	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2016
2	Bojorquez, Ana	DSP&S	SBVC	x	2016
3	Delgado, Rocio	Financial Aid	SBVC	x	2016
4	Elizalde, Noemi	Fiscal Services	DIST	x	2016
5	Frausto, Jeanette	Financial Aid	SBVC	x	2016
6	Green, Nancy A	Payroll	DIST	x	2016
7	Lehman, Veronica	Financial Aid	CHC	x	2016
8	Lopez, Elizabeth	Instruction	CHC	x	2016
9	Molina, Liliana	Business Office	SBVC	x	2016
10	Garcia, Gabriela	Financial Aid	SBVC	x	2016

11	Peraza, Zayne	Library	CHC	x	2016
12	Ramirez, Fermin	Financial Aid	SBVC	x	2016
13	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2016
14	Rodriguez, Natividad	EOPS/CARE	CHC	x	2016
15	Salas, Nancy	Social Science/CDC	SBVC	x	2016
16	Campos, Norma	Student Services	SBVC	x	2017
17	Davila, Maria	Bookstore	CHC	x	2017
18	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2017
19	Huerta, Cindy	Student Services	SBVC	x	2017
20	Parada, Osman	Computing Services	DIST	x	2017
21	Rojas, Cesar M	Maintenance Operations	SBVC	x	2017
22	Vivar, Jorge	Maintenance Operations	SBVC	x	2017
23	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
25	Martinez, Anabel	CBO	SBVC	x	2018
26	Moreno, Juana	CDC	SBVC	x	2018
27	Perez-Ponce, Blanca	CDC	SBVC	x	2018
28	Rojas, George	CDC	SBVC	x	2018
29	Romo, Maria Silvia	Admissions/Records	SBVC	x	2018
30	Serna, Marina	Student Services	SBVC	x	2018
31	Portillo, Maritza	Student Activities	SBVC	x	2019
32	Alvarez, Jose	Grounds	SBVC	x	2020
33	Dominguez, Andres	Culinary Arts	SBVC	x	2020
34	Alatorre, Yesica	KVCR	DIST	x	2020
35	Sanchez, Carmen	Print Shop	CHC	x	2020
36	Arteaga, Lorenza	Food Services	SBVC	x	2020
37	Gomez, Tanya	Food Services	SBVC	x	2020
38	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
39	Navarrete, Belinda	Admissions & Records	CHC	x	2020
40	Hayton, Claudia	Financial Aid	CHC	x	2020
41	Morales, Martha Celia	CDC	SBVC	x	2021
42	Vasquez, Nancy	CDC	SBVC	x	2021
43	Rosales, Manuel	Campus Technology Services	SBVC	x	2021

#	ASL Stipend List				
	Name	Department	Site		Year
1	Sullivan, Laurie	DSP&S	SBVC	x	2016

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

November 2, 2021

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for the seven (7) Child Development Assistant positions at San Bernardino Valley College and agreed to the following.

A. Increase in Hours for the four (4) vacant Child Development Assistant Positions Agreement

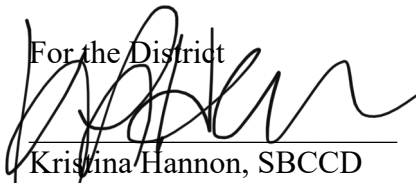
1. It is agreed and understood that the District will increase FTE hours for four (4) vacant Child Development Assistant positions (**C147207 and C147210, C147213, and C147212**).
2. The four (4) vacant Child Development Assistant positions will increase to .475 FTE and 19 hours per workweek, working 239 days per year.
3. The Parties agree that the noted above will be effective Monday, November 15, 2021.

B. Increase in Hours for the three (3) occupied Child Development Assistant Positions Agreement

1. It is agreed and understood that the District will increase FTE hours for three (3) occupied Child Development Assistant positions (**C147206, C147211, and C147208**).
2. The three (3) occupied Child Development Assistant positions will be increased to .475 FTE and 19 hours per workweek, working 239 days per year.
 - a. Incumbent, Blanca Cortez- Roman (C147206) schedule will be changed as follows:
 From: Monday – Friday 10:00 a.m. to 1:00 p.m.
 To: Monday – Thursday 8:00 a.m. to 12: 00 p.m. and Friday 8:00 a.m. to 11:00 a.m.
 - b. Incumbent, Yesenia Arellano (C147211) schedule will be changed as follows:
 From: Monday – Friday 9:00 a.m. to 12:00 p.m.
 To: Monday – Thursday 8:00 a.m. to 12:00 p.m. and Friday 8:00 a.m. to 11:00 a.m.
 - c. Incumbent, Martha Morales (C147208) schedule will be changed as follows:
 From: Monday – Friday 9:00 a.m. to 12:00 p.m.
 To: Monday – Thursday 8:00 a.m. to 12: 00 p.m. and Friday 8:00 a.m. to 11:00 a.m.
3. The Parties agree that the noted above will be effective Monday, November 15, 2021.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD

Vice Chancellor, Human Resources
& Police Services

For CSEA

Cassandra Thomas

Cassandra Thomas, President CSEA #291

Abe Fulgham

Abe Fulgham, Team Member

Ernest Guillen

Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

David Stevenson

David Stevenson, Team Member

Myesha Kennedy

Myesha Kennedy, CSEA LRR

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

SBCCD staff and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING

By and Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

AND

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

**Comparison District Data Summary Guidelines
October 22, 2021**

Whereas: Appendix A-1, Objectives 1 and 2 of the collective bargaining agreement states we will establish a median concept among the benchmark/comparison districts and establish specific points on the salary schedule for comparison; and

Whereas: The change in the salary schedule requires adjustment to the previously agreed upon comparison cells.

IT IS THEREFORE AGREED THAT:

The following Comparison District Data Summary Guidelines shall be used.

Comparison District Data Guidelines

- a. The comparison districts listed in Appendix A-1 Compensation Plan shall be used for comparison purposes including wages, benefits, similar job descriptions, etc.
- b. Specific points (twenty-eight cells) on the full-time salary schedule shall be established for comparison and refer to the index of the twenty-eight cells. The index of twenty-eight cells are agreed to by mutual consent of the Association and the District. The selection of the cells process shall include an analysis of current scatter gram information.
- c. The twenty-eight cells shall be matched to the seven comparison districts identified in the bargaining agreement under the Compensation Plan as close as possible.
- d. The index of twenty-eight cells shall be re-evaluated and mutually agreed to every time Article 10: Wages is sunshined.

Index of Twenty- Eight (28) Cells for 2021-22

Lowest starting point (3 cells): C1, D1, I1

Highest (3 cells): D21, E21, I21

Entry level, difficult to recruit, retain (3 cells): C4, D4, I4

Starting point G8-max step: (7 cells): all step 8 (C, D, E, F, G, H, I)

Normalizing (middle of schedule, 7 cells): all step 11 (C, D, E, F, G, H, I)

Straightforward, best match possible (5 cells): E6, D14, I14, F17, H17

SBCCDTA***SBCCD****Jamie Herrera*

Jamie Herrera, SBCCDTA Chief Negotiator

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services, SBCCD Chief Negotiator

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Working Remotely
October 22, 2021

This Memorandum of Understanding ("MOU") is entered by and between the San Bernardino Community College District ("District") and the San Bernardino Community College District Teachers Association CTA/NEA ("Association"), collectively, "the parties."

WHEREAS, Working remotely is a term which recognizes the ability of any bargaining unit member to meet his/her professional obligations by working at an off-site location;

WHEREAS, Remote work is equivalent to on-site work and should not follow a different or more restrictive set of standards;

WHEREAS, Faculty members do not necessarily follow a traditional 8:00 – 5:00 Monday through Friday schedule, and instead revise their schedule to best suit student needs;

WHEREAS, Advancements in and availability of technology have permitted District work (e.g., committee meeting attendance) to continue with efficiency; and

THEREFORE, Effective for spring 2022:

A faculty member's assignment may be met by working remotely. Working remotely shall not be limited to one (1) day per week. Faculty who wish to participate in working remotely must submit a request to their immediate supervisor. If student/faculty contact arises or campus responsibilities, such as committee meetings, are scheduled, faculty shall report to District facilities to meet such responsibilities, unless mutually agreed to meet these responsibilities in a remote format.

Faculty must be accessible during the time they are working remotely by a variety of ways: email, chat, telephone, voice mail and/or messaging, etc.

This MOU will sunset at the end of spring 2022. Due to the changing circumstances, either party can request to negotiate or extend the terms of this MOU prior to the sunset date.

SBCCDTA

Jamie Herrera

Jamie Herrera, SBCCDTA Chief Negotiator

SBCCD

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services, SBCCD Chief Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate budgets.



Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 18, 2021

[v.10.28.2021.p.1|3]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Vega, Matthew CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/ EMS Specialist	10/01/21	12/30/21	\$20.00/ \$25.00/ \$30.00
Smith, Kimberly CHC Respiratory Care	Respiratory Care Clinical	10/15/21	12/31/21	\$40.00
Apodaca, Gilbert J. DIST Economic Development & Corporate Training	Workforce Development Trainer	10/15/21	12/31/21	\$80.00
Nguyen, Cuong Si SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	10/18/21	12/31/21	\$20.00
Oey, Yayang SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	09/24/21	12/31/21	\$20.00
Horg, Kimberly K SBVC Development & Community Relations	Content Specialist	09/27/21	12/31/21	\$40.00
Sandoval Jr, Manuel E SBVC FTVM, Arts & Humanities	Social Media Specialist	10/07/21	12/17/21	\$21.00
Tabor, Sean Michael SBVC Police Academies/Criminal Justice	Police Tactical Officer/ RTO/Facilitator/Evaluator	11/19/21	12/31/21	\$35.00/ \$50.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Lott, John Michael CHC Aquatics	Lifeguard	10/04/21	12/31/21	\$14.00
Corona, Eric CHC Aquatics	Project Assistant II	10/04/21	12/23/21	\$15.50
Bertrand, LeJohnnae SBVC Counseling	Project Assistant I	10/05/21	12/31/21	\$14.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 18, 2021

[v.10.28.2021.p.2|3]

Substitutes

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Ortiz, Estephania CHC Library <i>Ext: LOA/Sick/Vacation Coverage</i>	Library Technician II	10/19/21	12/19/21	\$23.13
Bender, Zsaquita CHC Respiratory <i>Ext: LOA Coverage</i>	Secretary II	09/01/21	10/31/21	\$22.58
Bender, Zsaquita CHC Respiratory <i>Ext: LOA Coverage</i>	Secretary II	11/01/21	12/31/21	\$22.58
Lara, Anson DIST Police <i>Ext: Vacancy</i>	College Police Officer	10/04/21	12/01/21	\$34.35
Shea, Manning DIST Police <i>Ext: Vacancy</i>	College Police Officer	10/04/21	12/01/21	\$34.35
Sutjaitham, Natthinee SBVC Biology <i>New: Vacancy</i>	Laboratory Technician, A&P	09/21/21	11/11/21	\$25.53
Gilbert, Darlene SBVC CDC <i>Ext: Sick/Vacation</i>	Child Development Assistant	10/29/21	12/24/21	\$16.37
Ramirez, Irene SBVC CDC <i>Ext: Sick/Vacation</i>	Child Development Assistant	10/29/21	12/24/21	\$16.37
Sandoval-Ochoa, Maria SBVC CDC	Child Development Assistant	11/09/21	12/23/21	\$16.37
Shehata, Neveen SBVC CDC <i>Ext: Sick/Vacation</i>	Child Development Assistant	11/09/21	12/23/21	\$16.37
Soto, Jacqueline SBVC CDC <i>Ext: Sick/Vacation</i>	Child Development Assistant	11/09/21	12/23/21	\$16.37
Gilbert, Darlene SBVC CDC <i>Ext: Sick/Vacation</i>	Child Development Teacher	10/29/21	12/24/21	\$23.56
Ramirez, Irene SBVC CDC <i>Ext: Sick/Vacation</i>	Child Development Teacher	10/29/21	12/24/21	\$23.56



Professional Expert, Short-Term & Substitute Employees

Presented for Information on November 18, 2021

[v.10.28.2021.p.3|3]

Substitutes

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Shehata, Neveen SBVC CDC <i>New: Sick/Vacation</i>	Child Development Teacher	08/16/21	10/14/21	\$23.56
Blackmon, Richard SBVC Chemistry <i>Ext: Sick/Vacation</i>	Laboratory Technician, Chemistry	10/29/21	12/22/21	\$25.53
Hernandez, Gloria SBVC Custodial <i>Ext: Sick/Vacation</i>	Custodian I	10/01/21	11/29/21	\$19.47
Bateman, Jeffrey SBVC Maintenance <i>Ext: LOA/Sick/Vacation</i>	Maintenance Technician	09/04/21	11/03/21	\$24.92
Bender, Mary SBVC Science <i>New: Vacancy</i>	Administrative Secretary	10/25/21	12/23/21	\$30.28

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: November 18, 2021
SUBJECT: Purchase Orders

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 9/13/21 – 10/19/2021 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report
November 18, 2021

PO#	Supplier Name	Amount
2201435	DISCOUNT SCHOOL SUPPLY	\$ 4,000.00
2201436	LAKESHORE LEARNING MATERIALS	\$ 8,000.00
2201438	CM SCHOOL SUPPLY CO	\$ 8,000.00
2201444	GLOBAL EQUIPMENT COMPANY INC	\$ 724.45
2201445	DICK BLICK HOLDINGS INC	\$ 7,348.94
2201446	MINDWORKS INNOVATIONS INC	\$ 4,500.00
2201450	STAPLES BUSINESS ADVANTAGE	\$ 216.53
2201451	DIAMEDICAL USA EQUIPMENT LLC	\$ 546.08
2201452	QUADMED INC	\$ 484.64
2201457	STAPLES BUSINESS ADVANTAGE	\$ 22.99
2201458	STAPLES BUSINESS ADVANTAGE	\$ 342.90
2201465	CA ASSOCIATION FOR POSTSECONDARY EDUCATION AND DISABILITY	\$ 2,140.00
2201467	SCHOOL OUTFITTERS LLC	\$ 1,603.53
2201469	SCHOOL SPECIALTY INC	\$ 368.97
2201470	FISHER SCIENCE EDUCATION	\$ 2,748.94
2201471	BEST BUY	\$ 193.91
2201472	FILMTOOLS	\$ 4,385.13
2201476	FOLLETT HIGHER EDUCATION GROUP INC	\$ 796.27
2201477	STAPLES BUSINESS ADVANTAGE	\$ 204.27
2201478	LAKESHORE LEARNING MATERIALS	\$ 1,247.75
2201480	WSPR	\$ 300.00
2201481	DEPENDABLE TOOL TRADING	\$ 377.13
2201482	GENUINE AUTO PARTS	\$ 1,461.46
2201483	GENUINE AUTO PARTS	\$ 252.07
2201485	SAN BERNARDINO COUNTY SCHOOL BOARDS ASSOCIATION	\$ 250.00
2201488	CDW LLC	\$ 563.92
2201489	POCKET NURSE ENTERPRISES INC	\$ 1,052.80
2201491	DIETZ, SARAH M	\$ 150.00
2201492	JACKSON, MICHELLE	\$ 150.00
2201493	NIKON INSTRUMENTS INC	\$ 199.34
2201494	DUBOIS-EASTMAN, KIM	\$ 150.00
2201495	FORESTRY SUPPLIERS INC	\$ 145.78
2201496	VALDEZ, MARIA	\$ 150.00
2201497	GENUINE AUTO PARTS	\$ 3,275.58
2201498	LAERDAL MEDICAL CORPORATION	\$ 358.10
2201502	NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS	\$ 2,164.00
2201506	SAN BERNARDINO CCD	\$ 242.44
2201507	CALIFORNIA COALITION EARLY MIDDLE COLLEGES	\$ 200.00
2201510	STAPLES BUSINESS ADVANTAGE	\$ 315.59
2201512	STAPLES BUSINESS ADVANTAGE	\$ 129.29
2201517	JOHNSTONE SUPPLY	\$ 9,959.94
2201520	CALIFORNIA COMMUNITY COLLEGE CHIEF INSTRUCTIONAL OFFICERS	\$ 300.00
2201521	STAPLES BUSINESS ADVANTAGE	\$ 815.10
2201527	JUSTINE PLEMONS	\$ 300.00
2201528	QUADMED INC	\$ 1,444.50

Purchase Order Report
November 18, 2021

PO#	Supplier Name	Amount
2201530	NOITOM INTERNATIONAL INC	\$ 7,662.04
2201531	FORMLABS INC	\$ 1,626.53
2201532	MATTERHACKERS INC	\$ 2,046.11
2201534	BEAUMONT CHAMBER OF COMMERCE	\$ 70.00
2201535	STAPLES BUSINESS ADVANTAGE	\$ 237.04
2201536	SOUTHERN CALIFORNIA INTERSEGMENTAL ARTICULATION COUNCIL	\$ 100.00
2201539	STAPLES BUSINESS ADVANTAGE	\$ 439.62
2201542	ACCREDITATION COMMISSION FOR EDUCATION IN NURSING	\$ 2,875.00
2201544	JONES, FREDERICK	\$ 300.00
2201547	BROADCAST SUPPLY WORLDWIDE	\$ 211.19
2201551	RUBIO, EDUARDO	\$ 63.49
2201552	CROWN LIFT TRUCKS	\$ 800.00
2201553	SAN BERNARDINO AREA CHAMBER OF COMMERCE	\$ 250.00
2201557	CM SCHOOL SUPPLY CO	\$ 6,000.00
2201558	HARLOW'S KITCHEN CONCEPTS	\$ 1,184.17
2201560	CVE TECHNOLOGIES GROUP INC	\$ 563.14
2201564	AUGUST LEARNING SOLUTIONS LLC	\$ 2,644.38
2201566	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	\$ 1,500.00
2201567	SANDY, HANNAH	\$ 100.00
2201569	CDW LLC	\$ 28,782.87
2201571	RUNNING CENTER, THE	\$ 840.74
2201572	STAPLES BUSINESS ADVANTAGE	\$ 85.93
2201575	SADDLEBACK COLLEGE FOUNDATION	\$ 625.00
2201578	STAPLES BUSINESS ADVANTAGE	\$ 96.22
2201580	FLEET FEET SPORTS	\$ 431.00
2201581	CALIFORNIA COLLEGES & UNIVERSITY POLICE CHIEFS ASSOCIATIONS	\$ 249.00
2201586	FOLLETT HIGHER EDUCATION GROUP INC	\$ 5,000.00
2201590	STAPLES BUSINESS ADVANTAGE	\$ 76.15
2201591	SAN BERNARDINO CCD	\$ 242.44
2201592	GENUINE AUTO PARTS	\$ 1,649.44
2201593	CALIFORNIA TOOL & WELDING SUPPLY LLC	\$ 5,000.00
2201594	AIRGAS USA LLC	\$ 7,000.00
2201595	ON COURSE INC	\$ 1,185.00
2201596	BP MEDICAL SUPPLIES	\$ 582.87
2201597	BSN SPORTS INC	\$ 973.99
2201599	PASCO SCIENTIFIC	\$ 99.13
2201600	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	\$ 359.00
2201602	STAPLES BUSINESS ADVANTAGE	\$ 253.49
2201603	FILM INDEPENDENT INC	\$ 1,425.00
2201604	SAN BERNARDINO CCD	\$ 1,620.00
2201605	POCKET NURSE ENTERPRISES INC	\$ 51.66
2201607	SAN BERNARDINO CCD	\$ 489.38
2201608	SAN BERNARDINO CCD	\$ 445.19
2201609	SAGEMONT-RICHARDSON LLC	\$ 2,956.50
2201610	CAROLINA BIOLOGICAL SUPPLY CO	\$ 4,620.24

Purchase Order Report
November 18, 2021

PO#	Supplier Name	Amount
2201611	FISHER SCIENTIFIC COMPANY LLC	\$ 669.39
2201612	MFI MEDICAL EQUIPMENT INC	\$ 924.42
2201615	GAFANA ENTERPRISES INC DBA PURPLEPASS	\$ 1,376.89
2201617	PHARMEDIX	\$ 1,000.00
2201624	CA COMMUNITY COLLEGE WOMEN'S BASKETBALL COACHES ASSOC	\$ 200.00
2201625	COMMUNITY PLAYTHINGS	\$ 3,588.08
2201626	CALIFORNIA TOOL & WELDING SUPPLY LLC	\$ 6,450.56
2201629	STAPLES BUSINESS ADVANTAGE	\$ 294.16
2201630	STAPLES BUSINESS ADVANTAGE	\$ 26.14
2201631	STAPLES BUSINESS ADVANTAGE	\$ 582.41
2201632	STAPLES BUSINESS ADVANTAGE	\$ 722.89
2201640	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 200.00
2201641	GRAINGER INC	\$ 501.64
2201642	STAPLES BUSINESS ADVANTAGE	\$ 92.31
2201644	DAILY JOURNAL CORPORATION	\$ 760.60
2201645	SAN BERNARDINO CCD	\$ 212.50
2201646	SAN BERNARDINO CCD	\$ 63.94
2201648	CM SCHOOL SUPPLY CO	\$ 10,053.06
2201649	ALLIED REFRIGERATION INC	\$ 476.79
2201651	CA COMMUNITY COLLEGE WOMEN'S VOLLYBALL COACHES ASSOC	\$ 125.00
2201652	STAPLES BUSINESS ADVANTAGE	\$ 175.05
2201653	STAPLES BUSINESS ADVANTAGE	\$ 60.68
2201654	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	\$ 16,927.00
2201657	REDLANDS CHAMBER OF COMMERCE	\$ 175.00
2201662	STAPLES BUSINESS ADVANTAGE	\$ 467.92
2201663	STAPLES BUSINESS ADVANTAGE	\$ 102.32
2201664	STAPLES BUSINESS ADVANTAGE	\$ 114.25
2201666	KARGE, SANDY	\$ 499.99
2201669	CA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 695.00
2201671	THOMAS, VANESSA	\$ 250.00
2201681	FOLLETT HIGHER EDUCATION GROUP INC	\$ 43,000.00
2201682	HENRY SCHEIN INC	\$ 1,925.86
2201683	HOWIES ATHLETIC TAPE	\$ 1,645.92
2201687	CDW LLC	\$ 2,204.22
2201689	SAN BERNARDINO CCD	\$ 1,320.48
2201690	FOLLETT HIGHER EDUCATION GROUP INC	\$ 15,200.00
2201694	STAPLES BUSINESS ADVANTAGE	\$ 120.53
2201695	STAPLES BUSINESS ADVANTAGE	\$ 235.44
2201697	FURMAN UNIVERSITY	\$ 1,500.00
2201701	K-LOG CO INC	\$ 979.06
2201702	STAPLES BUSINESS ADVANTAGE	\$ 429.99
2201703	CDW LLC	\$ 205.81
2201704	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 150.00
2201705	MICROSOFT CORPORATION	\$ 3,629.74
2201709	SNAP-ON INDUSTRIAL	\$ 2,383.97

Purchase Order Report
November 18, 2021

PO#	Supplier Name	Amount
2201713	SCHOOL OUTFITTERS LLC	\$ 2,166.58
2201714	UNITED PARCEL SERVICE	\$ 500.00
2201715	DELL COMPUTER COMPANY	\$ 3,551.63
2201717	QUADMED INC	\$ 1,158.31
2201720	STAPLES BUSINESS ADVANTAGE	\$ 204.18
2201721	CALIFORNIA COMMUNITY COLLEGE FASTPITCH COACHES ASSOC	\$ 210.00
2201722	HOLDER, PATRICIA	\$ 543.05
2201723	NUNEZ, LEILANI	\$ 2,000.00
2201724	CANELA, YNEZ	\$ 2,000.00
2201725	SMITH, RYAN	\$ 2,000.00
2201730	RP GROUP, THE	\$ 3,780.00
2201731	STAPLES BUSINESS ADVANTAGE	\$ 104.51
2201732	STAPLES BUSINESS ADVANTAGE	\$ 119.97
2201733	STAPLES BUSINESS ADVANTAGE	\$ 45.02
2201734	STAPLES BUSINESS ADVANTAGE	\$ 842.79
2201737	RP GROUP, THE	\$ 350.00
2201738	CDW LLC	\$ 1,350.05
2201739	CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS	\$ 50.00
2201741	GENUINE AUTO PARTS	\$ 2,540.87
2201742	STAPLES BUSINESS ADVANTAGE	\$ 57.37
2201745	DELL COMPUTER COMPANY	\$ 285,213.06
2201747	DELL COMPUTER COMPANY	\$ 71,828.11
2201755	LOS ANGELES COMMUNITY COLLEGE DISTRICT	\$ 600.00
2201756	FEDERAL EXPRESS	\$ 6,800.00
2201757	STAPLES BUSINESS ADVANTAGE	\$ 31.35
2201758	NILES BIOLOGICAL INC	\$ 200.00
2201759	INLAND ACTION	\$ 4,870.00
2201760	FISHER SCIENCE EDUCATION	\$ 5,004.82
2201761	ULINE	\$ 385.54
2201762	SAN BERNARDINO CCD	\$ 385.19
2201764	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	\$ 699.00
2201765	STAPLES BUSINESS ADVANTAGE	\$ 541.80
2201766	STAPLES BUSINESS ADVANTAGE	\$ 1,786.80
2201770	STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES	\$ 250.00
2201771	STAPLES BUSINESS ADVANTAGE	\$ 143.46
2201776	FILMTOOLS	\$ 866.25
2201777	EFI GLOBAL INC	\$ 8,029.00
2201778	SAN BERNARDINO CCD	\$ 307.09
2201780	STAPLES BUSINESS ADVANTAGE	\$ 123.94
2201783	STAPLES BUSINESS ADVANTAGE	\$ 540.41
2201784	STAPLES BUSINESS ADVANTAGE	\$ 249.09
2201786	UMOJA COMMUNITY EDUCATION FOUNDATION	\$ 735.00
2201788	SAN BERNARDINO CCD	\$ 412.38
2201789	AIRGAS USA LLC	\$ 800.00
2201790	NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS INC	\$ 395.00

Purchase Order Report
November 18, 2021

PO#	Supplier Name	Amount
2201791	GROWING INLAND ACHIEVEMENT INC.	\$ 630.00
2201792	MAZAK CORPORATION	\$ 73.75
2201794	SAN BERNARDINO CCD	\$ 2,000.00
2201795	PROPHET CORPORATION, THE	\$ 349.11
2201796	FOLLETT HIGHER EDUCATION GROUP INC	\$ 625.00
2201798	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	\$ 1,064.70
2201802	INTERNET KEEP SAFE COALITION	\$ 125.00
2201804	CONTRA COSTA COMMUNITY COLLEGE DISTRICT	\$ 50.00
2201807	CA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 195.00
2201808	CA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 195.00
2201809	CA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 495.00
2201810	STAPLES BUSINESS ADVANTAGE	\$ 234.70
2201814	ULINE	\$ 758.47
2201823	SVM LP	\$ 8,523.00
2201828	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	\$ 390.00
2201830	REAL VOLLEYBALL	\$ 515.91
2201831	STAPLES BUSINESS ADVANTAGE	\$ 120.92
2201832	STAPLES BUSINESS ADVANTAGE	\$ 62.86
2201833	STAPLES BUSINESS ADVANTAGE	\$ 301.56
2201838	BIO-RAD LABORATORIES INC	\$ 3,000.00
2201840	SAN BERNARDINO CCD	\$ 191.81
2201845	STAPLES BUSINESS ADVANTAGE	\$ 528.90
2201846	STAPLES BUSINESS ADVANTAGE	\$ 161.78
2201850	DELL COMPUTER COMPANY	\$ 9,404.57
2201851	MUSEUM OF TOLERANCE	\$ 240.00
2201854	NAFSA MEMBERSHIP	\$ 199.00
2201857	STAPLES BUSINESS ADVANTAGE	\$ 177.23
2201858	SAN BERNARDINO CCD	\$ 816.21
2201862	CDW LLC	\$ 5,611.45
2201863	STAPLES BUSINESS ADVANTAGE	\$ 203.93
2201864	STAPLES BUSINESS ADVANTAGE	\$ 115.95
2201865	LAKESHORE LEARNING MATERIALS	\$ 2,871.54
2201867	LA VERNE POWER EQUIPMENT INC	\$ 1,249.86
2201869	WATTS PROCESS MACHINERY	\$ 22,284.39
2201870	VARIDesk LLC	\$ 2,246.59
2201871	SANDY, HANNAH	\$ 150.00
2201874	STAPLES BUSINESS ADVANTAGE	\$ 43.40
2201875	STAPLES BUSINESS ADVANTAGE	\$ 220.61
2201876	MEDLINE INDUSTRIES INC	\$ 1,428.79
2201879	SAN BERNARDINO, COUNTY OF	\$ 104.00
2201880	SAN BERNARDINO, COUNTY OF	\$ 612.00
2201881	JOSEPH FARZAM LAW FIRM	\$ 45,000.00
2201882	CALIFORNIA BAPTIST UNIVERSITY	\$ 450.00
2201883	GLOBAL EQUIPMENT COMPANY INC	\$ 1,074.56
2201885	SOUTHERLAND, FRANCES	\$ 500.00

Purchase Order Report
November 18, 2021

PO#	Supplier Name	Amount
2201886	AMERICAN ASSOCIATION FOR RESPIRATORY CARE	\$ 875.00
2201887	ASCAP	\$ 1,107.20
2201892	STAPLES BUSINESS ADVANTAGE	\$ 311.88
2201898	STAPLES BUSINESS ADVANTAGE	\$ 58.83
2201902	CDW LLC	\$ 616.75
2201903	STAPLES BUSINESS ADVANTAGE	\$ 294.07
2201909	CDW LLC	\$ 615.60
2201911	CALIFORNIA TOOL & WELDING SUPPLY LLC	\$ 5,134.93
2201913	STAPLES BUSINESS ADVANTAGE	\$ 228.27

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: November 18, 2021
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form. The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow requirements.

ANALYSIS

The report includes budget-to-actual results for the first quarter, ended September 30, 2021.

- Revenues exceed expenses by \$16.9 million.
- With 25% of the year expired, actual revenues and expenses were 28.8% and 14.5% of budget, respectively.
- These quarterly results are in line with the past two years.

Questions regarding this report may be addressed to the Fiscal Services Department.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

2021-2022 Q1 Closed For Edits.

CHANGE THE PERIOD ▼

Fiscal Year: 2021-2022

District: (980) SAN BERNARDINO

Quarter Ended: (Q1) Sep 30, 2021

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: Closed for edits after Nov 16, 2021					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,801,802	115,801,802	33,913,370	115,801,802
A.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	3,110	2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	117,851,802	117,851,802	33,916,480	117,851,802
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	116,836,684	116,836,684	16,005,699	116,836,684
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	592,022	592,021	1,050,064	592,021
B.3	Total Unrestricted Expenditures (B.1 + B.2)	117,428,706	117,428,705	17,055,763	117,428,705
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	423,096	423,097	16,860,717	423,097
D.	Fund Balance, Beginning	35,606,926	35,606,926	35,606,926	35,606,926
D.1	Prior Year Adjustments + (-)	-10,713,616	-10,713,616	-10,713,616	-10,713,616
D.2	Adjusted Fund Balance, Beginning (D + D.1)	24,893,310	24,893,310	24,893,310	24,893,310
E.	Fund Balance, Ending (C. + D.2)	25,316,406	25,316,407	41,754,027	25,316,407
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.6%	21.6%	244.8%	21.6%

SAVE EDITS >>>

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	56,856,236
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	56,856,236

IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?

☐ Yes☒ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Classified	
	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary
YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>>

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

d. Did any contracts settled in this time period cover part-time, temporary faculty?

☐ Yes☒ No

d.1

Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds*?

☐ Yes☒ No

**As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to the receipt of funds for the Student Equity and Achievement Program.*

d.2

Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

☐ Yes☒ No

- V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

☐ Yes☒ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

- VI. Does the district have significant fiscal problems that must be addressed?

This year?

☐ Yes☒ No

Next year?

☐ Yes☒ No

Describe the problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value for section I.C above) or an ending unrestricted general fund balance less than 10% of annual expenditures (section I.F.1 above), please identify the primary factors contributing to deficit spending and/or describe the district's reserve balance management strategy. Provide additional information as needed to CCFS311admin@cccco.edu.

2000 Characters Remaining

[« « EXIT WITHOUT SAVING](#)[SAVE EDITS » »](#)

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
ccfs311admin@cccco.edu

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2021-2022

District: (980) SAN BERNARDINO

Quarter Ended: (Q1) Sep 30, 2021

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	108,153,525	115,159,864	115,276,544	115,801,802
A.2	Other Financing Sources (Object 8900)	2,306	2,062,456	535,873	2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	108,155,831	117,222,320	115,812,417	117,851,802
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	107,988,432	115,632,742	101,686,878	116,836,684
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	811,546	1,700,353	4,829,603	592,021
B.3	Total Unrestricted Expenditures (B.1 + B.2)	108,799,978	117,333,095	106,516,481	117,428,705
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-644,147	-110,775	9,295,936	423,097
D.	Fund Balance, Beginning	18,240,687	24,059,101	26,310,990	35,606,926
D.1	Prior Year Adjustments + (-)	6,462,561	2,362,664	-10,713,616	-10,713,616
D.2	Adjusted Fund Balance, Beginning (D + D.1)	24,703,248	26,421,765	15,597,374	24,893,310
E.	Fund Balance, Ending (C. + D.2)	24,059,101	26,310,990	24,893,310	25,316,407
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	22.1%	22.4%	23.4%	21.6%

II. Annualized Attendance FTES:		Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22
G.1	Annualized FTES (excluding apprentice and non-resident)	15,292	15,474		N/A

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2018-19	2019-20	2020-21	2021-22
H.1	Cash, excluding borrowed funds		45,781,649	29,800,516	56,856,236
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	36,453,988	45,781,649	29,800,516	56,856,236

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,801,802	115,801,802	33,913,370	29.3%
I.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	3,110	0.2%
I.3	Total Unrestricted Revenue (I.1 + I.2)	117,851,802	117,851,802	33,916,480	28.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	116,836,684	116,836,684	16,005,699	13.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	592,022	592,021	1,050,064	177.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	117,428,706	117,428,705	17,055,763	14.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	423,096	423,097	16,860,717	
L	Adjusted Fund Balance, Beginning	24,893,310	24,893,310	24,893,310	
L.1	Fund Balance, Ending (C. + L.2)	25,316,406	25,316,407	41,754,027	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	21.6%	21.6%		

V. Has the district settled any employee contracts during this quarter?

NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII.Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director of Fiscal Services

DATE: November 18, 2021

SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment & Deposit Report

Quarter Ending September 30, 2021

[v.10.27.2021.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 1,324,058.44		Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 853,629.84		Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 2,177,688.28</u>			
Bond Fund	\$ 30,486,209.34		Investment	Bank of New York Mellon, Los Angeles CA
PERS/STRS Investment	\$ 98,547,163.19		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 11,069,000.03		Investment	Benefit Trust Company
	<u>\$ 140,102,372.56</u>			
Enterprise Funds				
Commercial Property Lockbox	\$ 7,348,558.32		Lockbox	Citizens Business Bank, San Bernardino CA
Cafeteria	\$ 392,375.83		Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 7,740,934.15</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00		Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
Trust Funds				
Financial Aid	\$ 25,162.58	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 3,330,125.48	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 2,001.33		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 165,524.94		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,601.78		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 1,114,606.84		Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 4,656,022.95</u>			
Grand Total	<u><u>\$ 154,847,017.94</u></u>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: November 18, 2021
SUBJECT: Resignations

RECOMMENDATION

This item is for information only.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Resignations

Presented for Information November 18, 2021

[v.10.29.2021.p.1|1]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Frontino, Crystal Child Development Teacher	SBVC, Child Development Center	7.5	10/31/21
Townsend, Jonathan Instructional Assessment	CHC, Learning Resource Center	19	09/30/21

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only

OVERVIEW

The Board would like to recognize and celebrate the following staff on their retirement from San Bernardino Community College District.

Jay Danley, Professor, Communications Studies, SBVC

Jay Danley has submitted a letter of intent to retire effective December 18, 2021, after 33 years of service to the District. Jay began his employment in September of 1988 as a part-time Adjunct at San Bernardino Valley College. He transitioned to a full-time permanent professor position in January of 2003 where he held that position for the remainder of his career.

Rosalinda Garcia, Administrative Secretary, SBVC

Rosalinda Garcia has submitted a letter of intent to retire effective October 15, 2021, after 24 years of service to the District. Rosalinda began her employment in January 1993 at San Bernardino Valley College. In 1997 she became a Division Secretary in the Science division; in September 2000 she became a Secretary II in the science division; and in July 2007 she became an Administrative Secretary where she held that position for the remainder of her career.

Jorge Vivar, Maintenance Technician, SBVC

Jorge Vivar has submitted a letter of intent to retire effective November 6, 2021, after 6 years of service to the District. Jorge began his employment in February 2006 as a Maintenance Technician at San Bernardino Valley College.

Eva Bell, Sr. Student Services Technician, CHC

Eva Bell has submitted a letter of intent to retire effective December 29, 2021, after 4.5 years of service to the District. Eva began her employment in May 2017 as Senior Student Services Technician at Crafton Hills College.

Edward Jones, Tool Room Specialist, SBVC

Edward Jones has submitted a letter of intent to retire effective October 31, 2021, after 2 years of service to the District. Edward began his employment in November 2019 as a Tool Room Specialist at San Bernardino Valley College.

The commitment and dedication these individuals have shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: November 18, 2021

SUBJECT: Summary of Measure CC Construction Change Orders

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In August 2020, the Board of Trustees adopted a program-wide Measure CC construction change order percentage goal of 5% or less and approved the implementation of the Construction Change Order Process.

ANALYSIS

The identified Change Orders were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with the approved procedures and goals. A detailed report is attached.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$10,998,175.17	\$174,597.02	1.59%

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$831,541.00	-\$24,340.40	\$807,200.60	-2.93%
CC02-2000 : Crafton Hills College	\$9,980,829.00	\$194,125.40	\$10,174,954.40	1.94%
CC03-3000 : San Bernardino Community College District Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
TOTAL FOR CHANGE ORDERS	\$10,998,175.17	\$174,597.02	\$11,172,772.19	1.59%



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$0	\$0	\$0	-
CC01-3603 : M&O Repurposing (DBB)	\$0	\$0	\$0	-
CC01-3605 : Softball Field	\$0	\$0	\$0	-
CC01-3606 : Student Services Building (New Construction)	\$0	\$0	\$0	-
CC01-3607 : Administration & Campus Center (PDB)	\$0	\$0	\$0	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$0	\$0	\$0	-
CC01-3609 : Physical Science and Health & Life Science (DBB)	\$0	\$0	\$0	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$831,541.00	-\$24,340.40	\$807,200.60	-2.93%
CC01-3613 : Land Acquisition and Development SBVC	\$0	\$0	\$0	-
CC01-1000 : San Bernardino Valley College Total	\$831,541.00	-\$24,340.40	\$807,200.60	-2.93%

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #3	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	Jul-29-21	Oct-7-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #2	\$483,000.00	\$0	-	-2.97%	Feb-8-21	May-13-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #1	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	Oct-28-20	Jan-14-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				-\$24,340.40				



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3620 : Existing Performing Arts Center Demo	\$0	\$0	\$0	-
CC02-3621 : Crafton Hall Renovation	\$0	\$0	\$0	-
CC02-3623 : Gym Demolition (DBB)	\$1,254,535.00	\$96,347.19	\$1,350,882.19	7.68%
CC02-3624 : Student Support Building Renovation (DBB)	\$0	\$0	\$0	-
CC02-3625 : East Valley Public Safety Training Center (DB)	\$6,781,795.00	\$0	\$6,781,795.00	-
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$1,944,499.00	\$97,778.21	\$2,042,277.21	5.03%
CC02-3631 : Instructional Building (New Construction)	\$0	\$0	\$0	-
CC02-3633 : Central Complex 2 Renovation (PDB)	\$0	\$0	\$0	-
CC02-3634 : Child Development Center Renovation (DBB)	\$0	\$0	\$0	-
CC02-3635 : New Performing Arts Center (DBB)	\$0	\$0	\$0	-
CC02-2000 : Crafton Hills College Total	\$9,980,829.00	\$194,125.40	\$10,174,954.40	1.94%

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair Phase 1	Borden Excavating - Change Order #1	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	Oct-7-21	Nov-18-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #1	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	Oct-7-21	Nov-18-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	Mike's Custom Flooring - Change Order #1	\$8,000.00	-\$418.00	-5.23%	-5.23%	Oct-1-21	Nov-18-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #3*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	Sep-7-21	Oct-7-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo -Bldg 17 Phase 3	Borden Excavation - Change Order #1*	\$77,555.00	\$7,629.57	9.84%	9.84%	Aug-26-21	Oct-7-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #2*	\$435,592.00	\$41,166.00	9.45%	9.45%	Jun-29-21	Oct-7-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #2*	\$834,900.00	\$62,480.87	7.48%	8.01%	Jun-28-21	Oct-7-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #2	\$1,074,000.00	\$34,757.37	3.24%	3.66%	Jun-9-21	Aug-12-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #1	\$834,900.00	\$4,367.00	0.52%	0.52%	Apr-1-21	May-13-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #1	\$1,074,000.00	\$4,511.03	0.42%	0.42%	Feb-22-21	Apr-8-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #1	\$435,592.00	\$0	-	-	Feb-16-21	Apr-8-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$194,125.40				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%, or greater than \$250,000



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District Wide

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0001 : Program Contingency	\$0	\$0	\$0	-
CC03-0002 : Program Expenses	\$0	\$0	\$0	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3641 : District/Campus Student Information System	\$0	\$0	\$0	-
CC03-3000 : San Bernardino Community College District Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban - Change Order #2	\$185,805.17	\$0	-	2.59%	Mar-17-21	May-13-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban - Change Order #1	\$185,805.17	\$4,812.02	2.59%	2.59%	Nov-19-20	Jan-14-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Scott Thayer, Interim President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: November 18, 2021

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Volunteers

Presented for Information on November 18, 2021

[v.10.28.2021.p.1|1]

	Location Assignment	Department	From	To
Martinez, Rosa	SBVC	Academic Success & Learning Services Division - Tutoring	11/19/2021	06/01/22
Natoli, James	SBVC	First Year Experience	11/19/2021	12/22/21
Rojas, Esmeralda	SBVC	First Year Experience	11/19/2021	12/22/21
Rojas, Fatima	SBVC	First Year Experience	11/19/2021	12/22/21
Salvesen, Kathleen*	DIST-KVCR	Outreach Support	11/1/2021	12/31/21

**Ratification: Volunteer form received from department after the prior board item submission deadline.*



BOARD OF TRUSTEES REPORT



Photo: Paralympian Laura Goodkind.

CHC Alum rows for Team USA during the 2020 Tokyo Paralympic Games

Crafton Hills College (CHC) alumnus Laura Goodkind crossed the finish line for Team USA on the world stage in Tokyo during the 2020 Paralympic Games.

It was the second appearance (Goodkind's first was 2016) at the Paralympics for the rower and 2009 CHC graduate. During both the 2016 Rio and 2020 Tokyo Paralympics, Goodkind competed in the mixed double sculls event and placed tenth in the event for both Games.

Goodkind began college at CHC and initially pursued psychology. The CHC alum eventually switched over to the College's renowned EMT program, becoming certified as a level-I EMT. Some of Goodkind's fondest memories of CHC were in the program, calling them the "best instructors ever."

"I have some amazing memories with the EMS Department and was able to become a Skills Instructor for a bit after completing the course," Goodkind said. "While a

student and instructor, my favorite days were Over the Hill, when we set up as true-to-life as possible scenarios that our future (EMT) students would run into when working. Whether I was a student figuring out how to solve the situation or organizing the scenarios for future EMT's, it was always a blast to be hanging out in that department."

Goodkind's time at CHC was brief, but led to lifelong friendships, including with many of the faculty and instructors.

"We are more than our situations or labels."

In 2009, Goodkind left CHC, earning associate of arts degrees in both psychology and liberal studies. The Paralympic rower went on to earn a bachelor's degree in psychology at Whittier College, while also dual-enrolled at Southern California University of Health Sciences.

It was after CHC that Goodkind began rowing. In 2014, the athlete became exceptionally ill as a result of secondary complications from a swallowing disorder, developing sepsis and septic shock that same year. It was that illness, however, that began the rower's path toward Paralympic glory.

"A dietician recommended that I hang out with people like me and I realised she meant people with physical differences," the rower said. "She didn't want me to engage in sports as my vitals were all over the place, and I didn't want to attend a support group, so we had to compromise."

Goodkind searched for paralympic sports clubs in the area. The CHC alum began playing different sports and with that, Goodkind's vitals began to improve.

The rower's trajectory toward the Paralympic Games was far from seamless. In 2015, Goodkind became homeless -- but the alumnus' love for sports never wavered.

"I attended two different events, one for table tennis and one for rowing that year," said Goodkind. "Both sports had staff telling me I might be able to fast track it to (the 2016 Rio Paralympic Games)."

The paralympian could choose only one -- and the idea of traveling all over the world in beautiful locales to row was ultimately the deciding factor:

The paralympian expressed gratitude to all of the people who lent their support over the years, including all of those who cheered Goodkind on at CHC. For the current and future students at CHC, Goodkind said, just one piece of advice should take them far: believe in yourself.

"We are more than our situations or labels," Goodkind said. "We can rise above any situation at any time, make our own path, our own destiny."



Photo: CHC Art Gallery.

Art Exhibit Showcases Crafton Faculty Talent

After more than a year and a half of being closed to the public, the doors are open again at Crafton Hills College's Art Gallery, with a new exhibit celebrating the talent of the College's faculty.

Six faculty members – including Art Department Chair Renée Azenaro and Lab Technician Michael Bedoya – each selected works representing different mediums and interpretations to display inside the space.

The show celebrated the important connection art has on communities like Crafton and the surrounding area, explained Azenaro.

"Honestly, art itself is the 'connective tissue' for all of humanity and society," she said. "It's about bringing the community together. It's the nexus and the connection to get new ideas."

The show also signals a bit of normalcy to the Art Department and the Roadrunner campus following the COVID-19 pandemic. Last year, the department took things online with a virtual faculty art show but being back in the gallery space allows for guests to take their time to absorb each piece and reflect on what they see.

"Art is so important because it fulfills parts of our life," said Azenaro. "We are happy to be back in the space and put up physical work."

There was not a limit imposed on how many pieces each artist could submit, nor a timeline. For example, Bedoya had three works on display, including a piece he created in the 1990s.

The painting, he explained, was originally sold to relatives, but when his uncle died, Bedoya noticed the painting was no longer on display at his uncle's home.

"Three of my pieces are on the back wall (of the gallery), and the one furthest to the left is the one my aunt was on the verge of throwing away, which I think is funny," Bedoya continued with a chuckle. "Exhibitions aren't about new work necessarily, but 'your work.'"



From CHC to Healthcare Career Programs

Health Science Professor Sam Truong will host a series of virtual student workshops entitled "From CHC to ..." through the Tutoring Center and STEM Center this semester. Truong developed this series that he previously hosted in-person prior to the pandemic.

This series includes remote or limited capacity in-person workshops to cover the following topics:

From CHC to
 ... Healthcare careers
 ... RN (Registered Nurse)
 ... PA (Physician Assistant)

... MD (Medical Doctor)
 ... PharmD (Doctor of Pharmacy)
 ... DDS/DMD (Doctor of Dentistry)

Truong explained, "In the series, I walk students from the general pre-requisites, as some programs require specific pre-requisites to their corresponding national boards, subspecialties for some careers, and job market outlook (based on the U.S. Bureau of Labor Statistics)."

Students enrolled in Truong's classes can also make appointments during his open office hours to receive individual or small group healthcare career options advisement via Zoom.



Photo: A few #TeamCrafton members pose for a group photo.

#TeamCrafton Night

On September 30, the CHC Foundation hosted a #TeamCrafton night for all employees who donate through payroll deduction to the CHC Foundation and make a difference in the lives of our students!

Join the team today! Visit www.craftonhills.edu/teamcrafton



Photo: Mike Strong addresses earthquake preparedness.

Great ShakeOut

Crafton Hills College participated in the Great ShakeOut on Oct 21. This drill asked employees and students to imagine an earthquake scenario that could affect our area in an effort to improve preparedness.

The event was followed by a debriefing to collect feedback on any changes that should be incorporated into our disaster plan.



Photo: Students in quad for Club Rush.

Fall Club Rush

The CHC Student Senate hosted an in-person event on Oct 20 and an online event on Oct 22 to encourage student participation in clubs. Attendees were able to learn about the various campus clubs, enjoy the DJ, participate in costume contests, win prizes and AS sticker holders received a free meal from the food truck that was brought in for the afternoon.



Photo: Avery Andrews stands next to CHC psychology club banner.

Psychology Club Supports Local Youth

The CHC Psychology club sponsored a Yucaipa Youth Soccer Organization team as a community service project to help provide local youth soccer programs that enrich children's lives. A banner hanging on the fence at the Rick McCown soccer complex acknowledges the sponsorship and promotes the club and College.



Undocumented Students Action Week

At CHC, we remain committed to serving all students, regardless of immigration status, and took the opportunity to celebrate Undocumented Student Action Week October 18-22. Virtual events such as an AB540 conference, DREAM application workshop, and "Know your Rights" seminar provided support resources and advocacy for undocumented students.

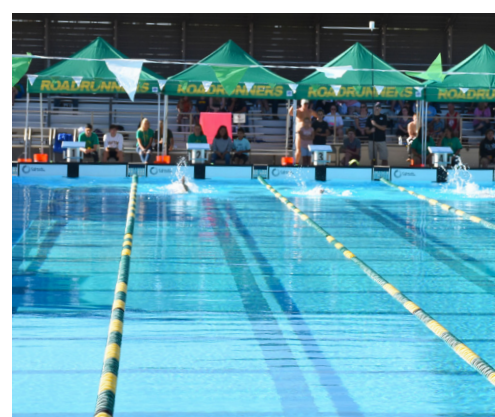


Photo: CHC Aquatics Complex.

Paralympic Event Held at CHC

On October 23 and 24, Crafton Hills College hosted the U.S. Paralympics Swimming California Classic Open Series event for athletes who are physically, intellectually, and visually impaired. Thirty-six swimmers competed in freestyle, breaststroke, backstroke, butterfly, and individual medley events including one CHC student, Austin "Auggie" Olive.



Photo: Battalion Chief Ralph Tovar from San Manuel Fire, and Captain Jon Garber from San Bernardino County Fire were on campus to deliver the check.

SBCTOA Fund Endowed Scholarship to Support Fire Academy

The San Bernardino County Training Officers Association, who serve as the advisory board for the Crafton Hills College Fire Academy, presented a check on Oct 22 to endow a scholarship for the Crafton Hills College Fire Academy.

Conversations began in 2018 when the then SBCTOA Board Members: President Craig Hauenstein, Vice President Jon

Garber, Treasurer Ralph Tovar and Secretary Jon Cripe along with other members of the Association decided they wanted to support a scholarship for a firefighting candidate who successfully completes all phases of the Crafton Hills Fire Academy.

This newly endowed scholarship will recognize an outstanding cadet from the Inland Empire who demonstrates

exceptional citizenship, proficiency in skills and outstanding overall grades. The chosen cadet will have overcome significant challenges in order to become a part of the Crafton Hills Fire Academy and display the necessary courage, perseverance, and tenacity that it takes to be a firefighter with a selfless and humble attitude.



Photo: San Geronio High School students visit CHC.

San Geronio High School Tour

On October 14, San Geronio High School students visited CHC. A stop at the Paramedic Program provided a

demonstration of intubating a victim followed by a tour of the Fire Academy, where one student was able to try on the

turn out gear. The Respiratory Program provided the students with an overview of breathing lungs on a preemie mannequin as well as a respiratory ventilator and other equipment used for adults.

Students also learned about the Child Development and Radiology programs, as well as support programs including, DSPS, Financial Aid, EOPS, and Student Life.

Outreach staff member Frances Southerland-Amsden was grateful that the visiting students were able to interact with CHC students. "They were engaged and motivated students, and they asked very detailed and key program questions. It was a pleasure to be able to show the San Geronio students the awesome programs that CHC has and what they can expect when they become students here," stated Southerland-Amsden.



Photo: SBCCD, CHC, and City of Redlands Leaders.

Redlands State of the City

On September 30, SBCCD Board Chair, Dr. Anne Viricel, Chancellor Diana Rodriguez and Crafton Hills College President Dr. Kevin Horan, Vice President of Instruction Dr. Keith Wurtz, and Vice President of Student Services Dr. Delmy Spencer attended the State of the City event for the City of Redlands.

Mayor Paul Barich, Mayor Pro Tem Eddie Tejeda and Council Members Paul Foster, Denise Davis and Jenna Guzman-Lowery shared accomplishments and plans for the future.



Photo: Adam Yahel Diaz.

Adam Yahel Diaz Memorial Scholarship

A scholarship established in memory of Adam Yahel Diaz has received funding from a longtime supporter of education and the College.

Patricia Atherton and the Crafton Hills College Foundation recently entered into an agreement to accept a \$20,000 gift to help fund a memorial scholarship endowment established in Diaz's memory after his 2015 death. The scholarship was

created "to recognize the accomplishments and contributions" of Diaz who was just weeks away from graduating from Crafton before he was killed from injuries sustained in a car accident. He was 26.

"I feel honored that I was able to do this," said Atherton. "I can't think of a better cause."

Six years after Diaz's death, his impact is still being felt around the entire Roadrunner community by those who loved him, including Atherton who took Diaz in when he needed a place to live.

Atherton said she first met Diaz when her daughter asked if Adam could live with them temporarily as he looked for a job and sustainable income. Four months had passed, and Diaz was presented with an ultimatum: either find a job and pay rent or go to school full-time.

"He decided to go to school even though he thought college 'was for rich white kids with nothing to do,'" Atherton explained. "But he said that when he walked into a classroom (at Crafton), he was hooked that very first day."

Diaz had big plans for the future. Before his death, he had been accepted into U.C. Berkeley and aspired to earn his Ph.D. in English literature and teach at the college

level, all while serving his community as a priest in the Orthodox Christian Church. He died while on his way to attend Easter service on April 7, 2015.

Atherton hopes scholarships awarded through the memorial fund will make an impact on a student's life. When asked what Diaz's reaction would have been knowing the fund was established in his honor, Atherton said Adam would have been "very, very proud."

"When he lived with us for those few years, he became my son in every way. I just want his memory to live on forever," Atherton said, adding prior to his death, Diaz had finally "found his spot in the world."

"He would have been happy to know that someone else would be getting some help along the way," she said. "Education can change your life."

The Foundation remains committed to raising the additional \$5,000 to fully endow the fund. To make a donation or learn more about Adam's scholarship, visit www.craftonhills.edu/diaz.



Photo: Michael Smith.

San Manuel Band of Mission Indians Fire Chief Michael Smith Committed to Helping CHC

San Manuel Band of Indians' Fire Chief Michael Smith continues to be fully committed to the success of Crafton Hills College. Smith, a CHC alumnus, graduated from the College's paramedic program in 1992. He then went on to study at the University of Redlands, where he earned his bachelor's in arts degree in biology. He then earned a master's degree in leadership, with an emphasis in disaster preparedness and executive fire leadership in 2016 from Grand Canyon University.

Smith currently serves as a Director on the Crafton Hills College Foundation Board, where he helps to raise funds and support students with support from scholarships and emergency assistance to program enhancement at the College.

Smith credits his success to getting his start at CHC, and said he hopes to help the College make dreams come true for countless future students.

"I really got my start in my career field at CHC," Smith says. "As a graduate of the CHC Paramedic Program, I acquired not

only the knowledge, skills, and abilities to enter emergency services, but moreover the passion to do so! My support now is driven by the desire to pull up the next

"I really got my start in my career field at CHC."

generation so they can enjoy the same opportunity and rewards which I have."

As a member of the Board of Directors for the College's Foundation, Smith helps reduce financial worries for students. Last year, Smith helped the organization launch the Because of You campaign with the goal of raising a \$1 million for an endowment to provide long-term financial strength for the College.

The endowment fund is an investment which will provide a perpetual resource of unrestricted funds for the college to use as future needs arise. Ultimately, the goal is to create an endowment that would support the needs of all students on campus year after year.

Smith brings an extensive background in fire safety and prevention to the San Manuel Band of Mission Indians. Prior to his position with the Tribal government, he took on numerous roles within fire service, including serving as the executive officer and a colonel for the California National Guard's California Cadet Corps. Smith is one of only a few dozen who is certified by the State of California as a fire chief and has been designated by the International Commission on Professional Credentialing as a Chief Fire Officer.

His dedication to service and helping those in need has taken him to all corners of the country. As a part of the Disaster Medical Assistance Team, Smith was a part of teams that responded to the attacks in New York City on September 11, 2001, the devastation of Hurricane Katrina in 2005, and the disasters caused by Hurricane Maria to Puerto Rico in 2017.

For current and future CHC students, particularly those in the public safety programs, Smith has one piece of advice. "Make service a passion and commit to being a lifelong learner in your chosen profession."

To support Crafton Hills College's Because of You Campaign, visit www.craftonhills.edu/endowment. Your gift will provide direct support to students and additional funding for public safety programs, both now and in the future.

BECAUSE *of* YOU...



WE ARE
\$692,501
CLOSER TO
REACHING OUR
GOAL OF
\$1 MILLION



Photo: CHC Paramedic Students practicing skills.

Crafton Hills College Expands Paramedic Training

Hands-on career training for paramedics at Crafton Hills College has continued throughout the COVID-19 pandemic according to Amanda Ward, director of the paramedic training programs at Crafton Hills College in Yucaipa.

"We graduated 62 students from March of 2020 to now, which is a typical number of

graduates from before the pandemic hit," Ward said. "Of those students, only two are not working locally."

Crafton Hills College has earned high marks for the way the college connects newly trained graduates to relevant jobs. The program is a "Strong Workforce Star" according to California's Community

College system.

The Inland region is fortunate that hands-on training continued at Crafton Hills College because the pandemic made the need for skilled clinicians much greater.

Ward said it is the pandemic itself, as well as high 911 call volume, that has increased the need for paramedics and not a shortage of high-quality training programs. "We are hearing that local ambulance companies and fire departments are looking to hire additional paramedics," Ward said. "Crafton has heard the need and is answering."

Crafton Hills, which is part of the San Bernardino Community College District, operates two cohorts of paramedic students annually now and will begin a third cohort in the Summer of 2022. "This is a direct response to the paramedic shortage and our community partners' vacancies," Ward said.

She said new applicants are always welcome and financial aid is available for community college students. More information about the paramedic program is available online at www.craftonhills.edu/paramedic.



Indigenous Peoples' Day

Crafton Hills College celebrated Indigenous Peoples' Day by hosting events on campus and a powerful online celebration that honored the cultures of both Native American and Indigenous people.

Attendees watched a video of the first ever Native American Poet Laureate Joy Harjo read her poem "Running". Harjo a full member of the Muscogee Creek Nation writes about celebrating ancestors and being optimistic about future generations but also acknowledging the violence they endured and demanding justice.

Theatre department head Paul Jacques, a member of the Ohkay Owingeh Pueblo tribe of New Mexico, gave an in-depth presentation while sharing family photos

and stories.

English Professor Isidro Zepeda gave a presentation on Mesoamerican Mythology and touched on the changes to indigenous cultures brought about by colonialism.

The celebration while educational was deeply moving and reverent to Native American and Indigenous People.

Indigenous Peoples' Day is celebrated on the second Monday of October to recognize Native people as the first inhabitants of the Americas.

NATIONAL COMING OUT DAY PANEL

Via Zoom Mon. 10/11 12 pm



CHC Celebrates LGBTQIA+ Equality

National Coming Out Day is an annual awareness day to support lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and agender people in “coming out”, being proud of who they are, and for allies to show their support for LGBTQIA+ equality.

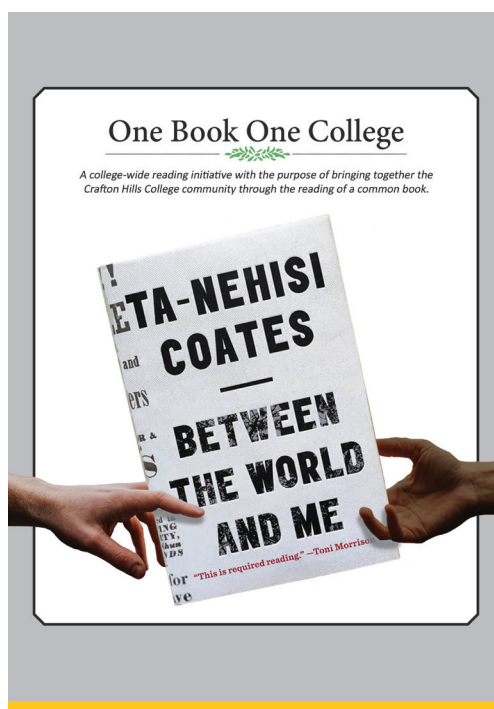
To celebrate, Crafton Hills College presented a National “Coming Out” Day Panel via Zoom on October 11. Administrative Coordinator Tina Gimple served as host and welcomed the guests, panelists, and College President, Dr. Kevin Horan. Three panelists answered a series of guided questions about their personal experiences, advice to others, struggles associated with acceptance, and the importance of these experiences in their journeys.

Thank you to Justin Davis, Rabbi Lindy Reznick, and George “Butch” Zein for serving as panelists.

Justin Davis is a recent alumnus of Crafton Hills College and received his Associate of Arts degree in History. He is currently pursuing his bachelor's degree in Politics at the University of California, Santa Cruz. When Justin isn't studying or saving the world, he enjoys his free time dancing in the forest listening to Cardi B.

Rabbi Lindy Reznick is honored to serve as Congregation Emanu El's first female Rabbi in its 127-year history. She is proud of the inclusive, warm, and welcoming, vibrant, 21st century Jewish community that she is helping build at Congregation Emanu El. She is thrilled to finally be settled with her family, her partner and two children in Redlands California.

George “Butch” Zein's 30+ professional highlights began in California starting off as Linguistic Research Assistant at the famed Salk Institute studying how the human brain acquires Signed Language. Also, one of founding members of the Deafhood Foundation and has conducted over 100 classes/workshops on issues related to Deafhood the past 12 years. Currently a temporary assistant professor teaching ASL and Deaf culture classes.



One Book, One College - Between the World and Me

One Book, One College is a college-wide reading initiative intended to bring together the campus community through the reading of a common book focused on equity and inclusion. This year's book, *Between the World and Me*, asks us to reimagine the boundaries of fear, hope, and racial inequality. Written as a letter to his teenage son, *Between the World and Me* describes Ta-Nehisi Coates' experience of being Black in America. The book explores issues of race, racism, justice, education, fear, relationships, identity, and diversity.

The One Book, One College task force, in collaboration with the Professional Development committee, organized a series of events to encourage conversation,

creativity, and community. In 2018, Coates transformed his book *Between the World and Me* to the theatrical stage. On Oct 20 CHC provided a virtual screening of the HBO Special adaptation of that production, which included celebrity readings, clips from participants, civil rights archival footage, and animation.

In addition, three hosted discussions explored the black body, fear, and the value of diversity. Dialogue centered around how our identities and experiences shape our perceptions and the systemic challenges that create barriers.

The book will be incorporated into student activities throughout the spring semester.



Economic Development & Corporate Training



Monthly Board of Trustee's Report | December 2021

EDCT Provides Resources for Local Manufacturers



Deanna Krehbiel
Interim Executive Director

San Bernardino Community College District's Economic Development and Corporate Training (EDCT) is a member of the Manufacturers' Council of the Inland Empire (MCIE) and has had a long-time partnership with California's Manufacturing Network. MCIE supports education and workforce training opportunities on behalf of its members, consisting of manufacturers, industry experts, educational providers, and manufacturing supporters throughout the region.

On September 23, 2021, EDCT was invited to present during MCIE's September Virtual Happy Hour Event to share resources available to manufacturers that can assist with hiring skilled workers and upskilling their workforce. Deanna Krehbiel, Interim Executive Director, EDCT, and Wendy Lester, Interim Manager, Workforce Development, shared California's Community Colleges' short-term training projects available through the Strong Workforce Regional Program and EDCT's not-for-credit incumbent worker training program funded by the Employment Training Panel (ETP). In addition, local employers had the opportunity to share their experiences about the benefits experienced through partnerships with EDCT and these programs.



Wendy Lester
Interim Manager, Workforce
Development



Inland Center Job Fair



On October 21, 2021, San Bernardino Community College District's (SBCCD) Economic Development and Corporate Training Division (EDCT) participated in a job fair hosted by America's Job Center of California at the Inland Center Mall. The EDCT division along with many Inland Empire employers, community partners, and nonprofit organizations participated in the job fair. Employers included TC Transcontinental, Five Star Gourmet Foods, Keurig/Dr. Pepper, SB County Sheriff's Department, Fleetwood Homes, Frito-Lay, Pep Boys, Pepsi Co., Fed Ex., and Amazon TST Inc. to name a few.

The Inland Empire has an abundance of full-time and part-time job opportunities for individuals seeking work. Employers at the job fair were seeking to fill different positions in warehousing such as forklift drivers, stock pickers and pullers, inventory control, dispatcher's, drivers, and various office positions.

The EDCT team took the opportunity to network with employers and distribute flyers for upcoming training such as Logistics CLA/CLT, Utility Line Clearance Arborist, High Roads Construction Careers Multi-Craft Core Curriculum (MC3), OSHA 10 Safety, and Forklift. EDCT discussed programs such as Employment Training Panel (ETP), Prison to Employment (P2E), Caltrans Transitional Work Crew, and Probation Enrichment which offer valuable training to employees and qualified candidates for employers. The job fair provided a great opportunity to showcase the positive impact EDCT continues to make within the community.



Robert Half Information Session

Robert Half is looking for community colleges to partner with them, to identify students with a passion for cybersecurity, to join their apprenticeship program. Robert Half is seeking passionate and motivated individuals to help create the workforce of tomorrow.

As the IT industry continues to expand with growth of companies, so does the risk of a cyberattack. Specialists in cybersecurity are among the most sought after professions in the tech industry as businesses and governments seek to fight off an increasingly daring population of hackers.

November 9, 2021 **2:00pm - 3:00pm**

If you would like to learn more about partnering with Robert Half to help build an IE cybersecurity workforce, join us for the November 9 Information Session.

Register to Attend!

<https://bit.ly/3b0CRIM>

If you have any questions, please contact **Susanne Mata** at smata@sbccd.edu



Talking Points for KVCR

November 2021

[v.11.3.2021.p.1|2]

Around SBCCD

SBVC theatre students perform for KVCR members. Theatre students will perform a song from their upcoming show of *Willy Wonka* during *KVCR Presents a Night of Old Broadway Music* on Thursday, November 4, in the auditorium on the campus of San Bernardino Valley College. KVCR radio will interview SBVC professor Melinda Fogle to promote the student's *Willy Wonka* performances in conjunction with this event.

KVCR promotes Books+. Under the guidance of the Office of the Chancellor, KVCR created scripts and voice-over messaging to develop and air local public service announcements on both radio and television to begin in the month of October running through the end of the year. KVCR local reporter Megan Jamerson published a news story highlighting this student-based incentive. All information was posted to KVCR's social media platforms. [Click here for complete article.](#)

College professor to shine a light on student loans. Anthony Castro, Associate Professor of Mathematics, Business & Computer Technology at San Bernardino Valley College, will give a Zoom talk designed to help students understand the mathematics of student loans so they might avoid putting themselves in a devastating position. KVCR Radio highlighted this upcoming talk on-air and on kvcrnews.org. [Click here for complete article.](#)

Fall 2021 student learning at KVCR. Students are in the studio twice weekly this semester working on multi-camera studio hour drama, music video, radio show, and various class exercises where the teachers and students utilize the technology and space. FTVM class offerings include **130 | Study of Studio and Film Production**, **131 | Cinematography**, **110 | Audio Performance**, **122 | Acting and Directing**, **213 | Audio Studio Operations**, and **233 | TV Studio Production**.

Around the Community

KVCR COVID Awareness Since March of 2020, KVCR TV has had 3,258 airings of programming with a monthly average of 56 airings. FNX has had 587 airings of programming with a monthly average of 27 airings. KVCR RADIO has aired over 400 COVID-related stories between *The Midday News Report*, local reporting, *Morning Edition*, *All Things Considered*, and our local radio programs *Inland Edition* and *Lifestyles with Lillian Vasquez*. A program is a show, special, news segment or public service announcement. The same program can run more the once. [The complete report can be found here.](#)

Latest Announcements

KVCR Internships available to SBVC students. Six Internship opportunities are posted on the Institute of Media Arts Website. Interviews are being scheduled from October through November. [Click here to link to the Career Board.](#)

Experience KVCR

KVCR - 24.1
Over the Air

Cable:
Frontier FiOS, Spectrum,
AT&T U-verse

Satellite:
DirecTV,
Dish TV

Live Streaming:
kvcr.org,
[PBS App](#) and [mobile](#)

FNX - 24.2

Over the Air
Cable: Frontier FiOS,
Spectrum, AT&T U-verse
Live Streaming: [Localbtv](#)
Nationally: 22 affiliates
broadcasting in 25 states from
Alaska to New York

DESERT CITIES - 24.3

Over the Air
Cable: Frontier FiOS

CREATE - 24.4
Over the Air

RADIO - 91.9FM - kvcrnews.org, and the [KVCR mobile app](#), [NPR One Mobile App](#) and on "Alexa" smart speaker



Talking Points for KVCR

November 2021

[v.11.3.2021.p.2|2]

Balance Sheet As of 9/30/2021

	KVCR	FNX
Assets		
Cash in County Treasury	862,287	339,148
Accounts Receivable	55,681	198
Estimated Revenues Receivable*	44,500	20,475
Pledges Receivable	785,946	-
Prepaid Expenses	128,599	403,293
Other Assets	33,534	-
Total Assets	1,910,547	763,113
Liabilities		
Accounts Payable	1,540	4,006
Temporary Loans [^]	944,085	1,157,014
Deferred Income	1,223,394	-
Health and Welfare	37,615	10,410
Other Miscellaneous Liabilities	5,676	1,630
Total Liabilities	2,212,309	1,173,060
Fund Balance (August 31)	(301,763)	(409,946)

[^] KVCR temporary loan for NPR and PBS invoices March 2020. FNX temporary loans from FY20 and FY21 due to end of San Manuel grant.

* Estimated per bank statements as of 9/30/2021.

Estimated Revenues & Expenditures For 3 Months Ended 9/30/2021

	KVCR	FNX
Revenues		
Contributions and Grants	-	155
Underwriting	5,291	-
Rentals and Leases	47,910	-
Estimated Revenues*	44,500	20,475
Other Local Revenue	74,967	-
Transfers In--PARS Endowment	600,000	450,000
Total Revenues	772,668	470,630
Expenditures		
Classified Salaries	266,732	69,558
Employee Benefits	121,973	33,813
Books and Supplies	121	-
Services and Operating Expenditures	235,975	65,474
Total Expenditures	624,801	168,845
Revenues Less Expenditures	147,867	301,785

* Estimated per bank statements as of 9/30/2021.

PRESIDENT'S BOARD OF TRUSTEES REPORT

**The President's Monthly Report to the
Board of Trustees, Campus & Community**



San Bernardino
Valley College

November 2021

HIGHLIGHTS

SBVC MARCHES DURING UNDOCUMENTED STUDENT ACTION WEEK

San Bernardino Valley College participated in California's fifth annual Undocumented Student Action Week in an effort to cultivate change and empower students. This year's theme, "Change in Action," aimed to motivate campus members to engage in state, federal and local action to support undocumented students in their goal of earning a college education.

"Our primary job as the community's college is to open doors of opportunity for all students, regardless of immigration status,"

said SBCCD Chancellor Diana Z. Rodriguez. "To our Dreamers and undocumented students: we will continue standing up with you and preparing you with the tools, knowledge, and skills to help you build a bright future for yourself, your family, and our community."

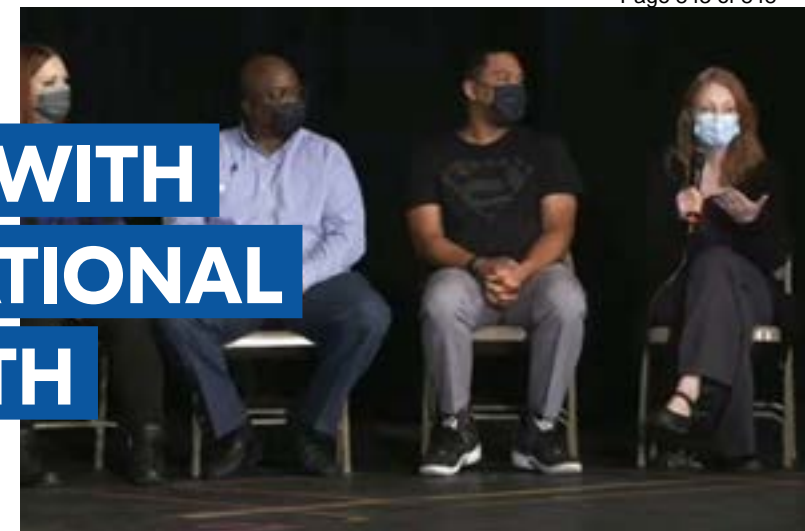
The week's activities kicked off with the 20-Year Anniversary Conference of AB540, a law that exempts undocumented students in California from paying out-of-state tuition.

Various webinars and workshops also took place, including how undocumented students can work as independent contractors without a work permit, or how to obtain various scholarships that don't require citizenship. During the event "Sharing Our Stories," SBVC hosted a virtual discussion with Julissa Arce, best-selling author of "My (Underground) American Dream" and "Someone Like Me." The SBVC Dreamer's Resource Center also organized "My Status Doesn't Define Me," a march around campus to show support for its DACA and undocumented students.

This annual week of activities, spearheaded by the California Community College Chancellor's Office, has led to increased funding for Dreamers Resource Centers and Liaisons, the establishment of an Immigration Legal Services Project, the expansion of AB540 eligibility and expanded support for DACA statewide.



SBVC PARTNERS WITH COUNTY FOR NATIONAL RECOVERY MONTH



During National Recovery Month in September, San Bernardino Valley College partnered with the San Bernardino County Department of Behavioral Health (DBH) for several poetry events to celebrate and support those undergoing recovery from substance abuse disorders and mental health challenges. In a series of promotional videos, SBVC student Brittani Delgado highlighted the multiple poetry workshops that were offered on campus, each with the theme "recovery, hope, healing, and prevention." During the "Crafting the Poem" workshop, participants learned about the art of spoken word poetry, and using

National Recovery Month as inspiration, wrote their own poems. In a follow-up workshop, they discovered how to tap into their inner performer, preparing for the live poetry reading on Sept. 30. The week culminated in a live performance of "Recovery Happens," SBVC's third theater collaboration with the DBH. Held in the historic Auditorium, the event was hosted by author and poet Kat Magill and featured a special reading by Kendrick Dial, a poet, songwriter, actor, and social worker. The event was also livestreamed for viewers to enjoy from the comfort of their homes.



FIRST COHORT OF STUDENTS IN "VOLVO LIGHTS" PROJECT GRADUATES

Through the innovative Volvo LIGHTS project, SBVC launched a comprehensive electric truck technician training initiative in Fall 2020; and this past spring, the first five students graduated from the Heavy/Medium Clean Vehicle Technology program. These students, who also received \$1,000 scholarships from Southern California Edison for completing the program, are the next generation of medium- and heavy-duty electric vehicle maintenance technicians, having received hands-on training with electric motors and batteries. SBVC was able to purchase the equipment thanks to the Volvo LIGHTS project, a collaboration between Volvo Trucks North America, the South Coast Air Quality Management District, SBVC, and several other organizations. "The Heavy/

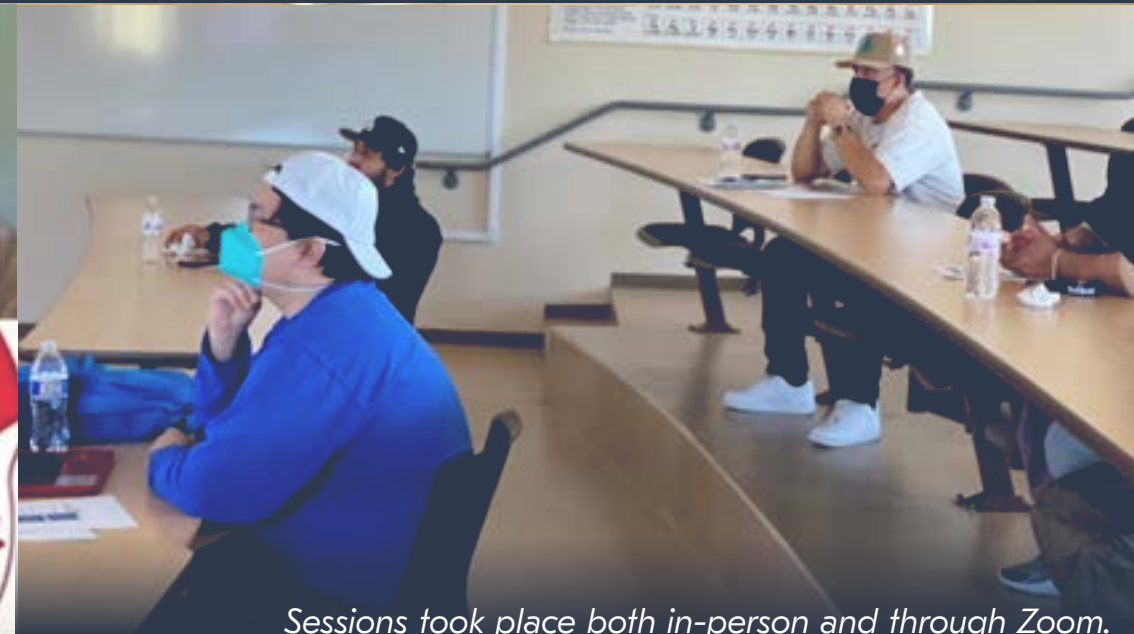
Medium-Duty Truck Technology program at SBVC is an exciting opportunity for seasoned professionals as well as those new to the automotive workplace," said Kenny Melancon, faculty chair of Automotive, Auto Collision, and Heavy/Medium-Duty Truck within the Applied Technology, Transportation and Culinary Arts Department at SBVC. "Anyone wishing to learn about battery-electric truck technology to start their career or enhance their current work experience can benefit from this program and utilize their knowledge in the real world immediately upon completion." SBVC offers a certificate and associate degree-level training program specific to heavy-duty, battery-electric truck maintenance to promote the region's workforce development.

SBVC & IYAI+ TEAM UP FOR INFRASTRUCTURE CAREER SERIES

A new partnership between San Bernardino Valley College and Introducing Youth to American Infrastructure (Iyai+) is bringing awareness to students about the different job opportunities available in the transport and energy sectors. Iyai+ is a national nonprofit that strives to inspire young people, especially those from historically-underrepresented groups, like women and people of color, to start careers in our country's critical infrastructure sectors. This fall, SBVC and Iyai+ launched their first lecture series, bringing representatives from 20 participating organizations, including Metrolink, Southern California Edison, Caltrans, and Omnitrans, to campus, where they discussed career possibilities, internships, and scholarships. About 60 students have attended each session so far this semester, Dean of Academic Success & Learning Services Patty Quach said, finding the presentations informative and interactive. Students could attend sessions either in person or online. "Students have an opportunity to hear a lot of new techniques and unpublished data," Quach added. "In addition, they get to hear this through leaders in the field they're pursuing. Through each session, students become aware of scholarship and internship opportunities, along with getting ahead of the competition because of the unique interaction from the facilitators." The partnership between the college and Iyai+ formed in September 2020, when SBVC Vice President of Instruction Dina Humble met Iyai+ founder and CEO Beverly Scott in a workforce development webinar. Having started pilot programs in Washington, D.C., and Chicago, Scott was excited to collaborate with SBVC and establish a base of operation in California. "SBVC's depth of expertise, experience, and results in career technical education; the need and strength of the Inland Empire and Southern California region as an economic engine and critical opportunity zone; and the 'can do' community spirit of Berdoo were the deciding factors," Scott said. At the conclusion of the series, students who have attended at least five sessions and submit a video by December 14 will be entered into a drawing to win a swag bag and a chance to apply for a paid internship.



Ruby Cabral, Recruitment Coordinator for Caltrans



Sessions took place both in-person and through Zoom.

SNAPSHOTS



SBVC TRIES HYBRID EVENT FORMAT FOR DISABILITY AWARENESS FAIR

SBVC hosted its fourth annual Disability Awareness Fair in October, combining in-person and virtual formats for the first time ever. Organized by the college's Disabled Students Programs and Services (DSP&S) department, the event aimed to empower those with differing abilities and shift the mindset to "all abilities" as opposed to "disabilities." The two-day event kicked off with an in-person resource fair on Campus Center walkway, which provided students with information on the various programs, services, and resources SBVC has to offer individuals of varying physical or learning abilities. The following day was the virtual fair, where students were able to attend several webinars in an online format. Guest speakers discussed legal aspects of disabilities and recommended various assistive technologies.



HISPANIC HERITAGE MONTH COMES TO SBVC

SBVC commemorated Hispanic Heritage Month in October and November to recognize the achievements and contributions of Hispanic Americans to our country's heritage. The campus hosted several virtual guest speakers, including Dr. Jen Matos, author and educator, to discuss her work in student success and her advocacy within the Latinx and LGBTQ+ communities in higher education. SBVC also welcomed Shayla Rivera, an aerospace engineer and former rocket scientist for NASA, to discuss her journey through STEM education and unexpected career transition into comedy and acting. Actor Tony Plana also made a virtual appearance, sharing his experiences in the entertainment industry, his advocacy for education and the importance of Latinx representation in popular media.



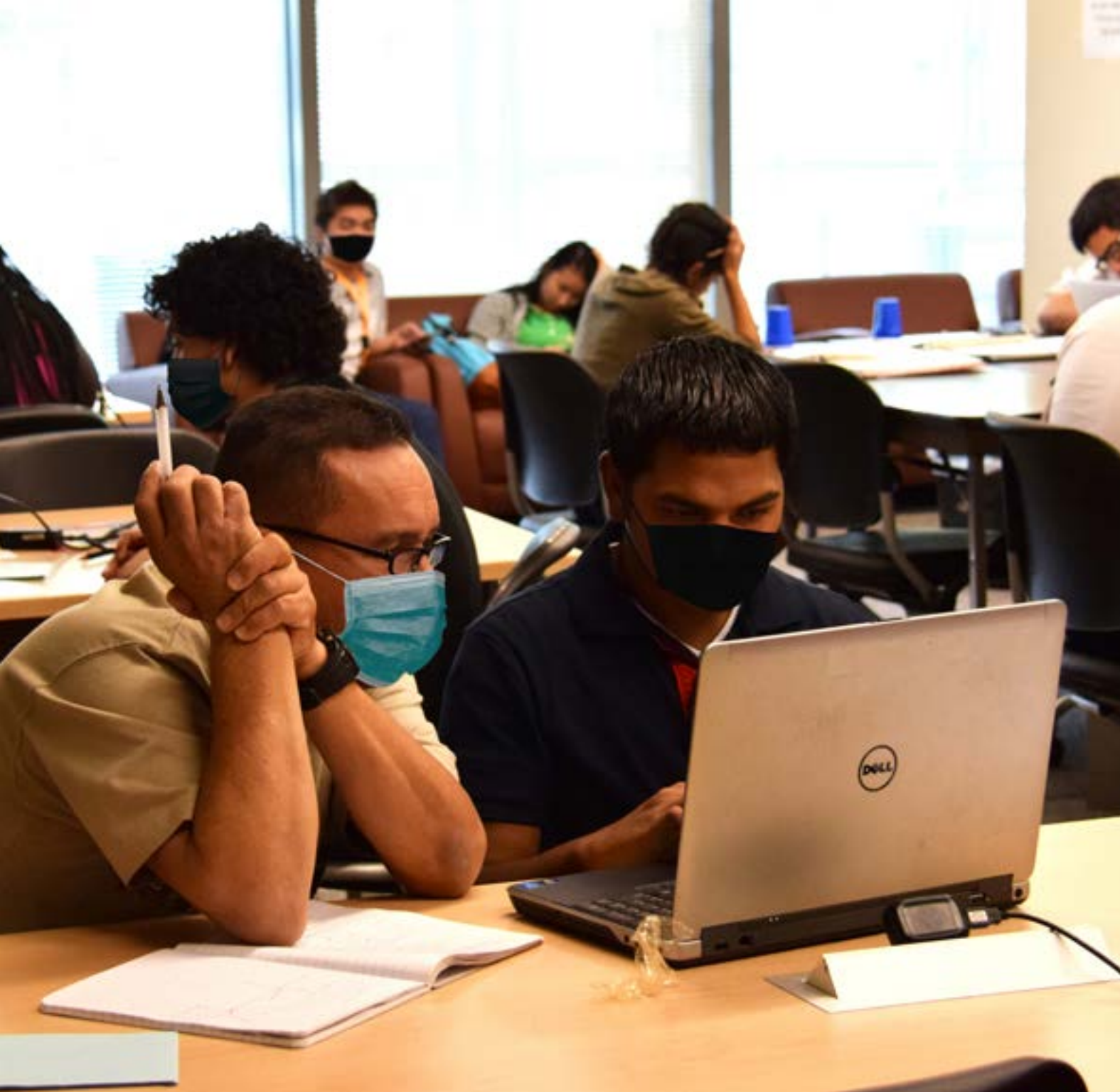
SBVC MUSIC PROFESSOR LAUNCHES NEW RADIO SHOW

The new KVCR show *Musically Speaking* shines a spotlight on the Inland Empire's classical music scene, connecting fans with the artists. The program is hosted by Margaret Worsley, an associate professor of instrumental music at San Bernardino Valley College and principal clarinetist of the San Bernardino Symphony. "We're promoting music by the people and for the people," Worsley said. "Despite the dawn of digital platforms like streaming and podcasts, radio is alive and well." In its debut episode broadcast in September, Worsley spoke with Maestro Anthony Parnter of the San Bernardino Symphony about working through the pandemic and their upcoming season back in the historic California Theater. *Musically Speaking* airs the fourth Saturday of every month at 7 p.m., then again the following Monday at 3 p.m.



SOON-TO-BE NURSES RECEIVE CEREMONIAL STRIPES

This fall, 20 nursing students were celebrated in a special striping ceremony in the Greek Theatre in October. This traditional ceremony marks the halfway point of the nursing program for the students, who will now enter their third semester and continue their goal of becoming registered nurses. During the ceremony, held outdoors and with face coverings, fourth-semester students pinned a stripe on the third semester students' uniforms. This fourth-semester cohort was also celebrating its completion of clinicals. For eight weeks, these students gained hands-on experience at Arrowhead Regional Medical Center in Colton, wearing surgical masks and face shields and going through daily or weekly COVID-19 testing. These students proved themselves to be up for the challenge, successfully navigating an in-demand career field during a global pandemic.



EXPANDING ADULT ED & ESL DURING A PANDEMIC



Maria Lopez, Adult Education Counselor



Pete Gonzales, Adult Education Counselor

From recent immigrants looking to improve their English skills to stay-at-home parents interested in going back to school, adult learners who want to make the transition to San Bernardino Valley College have Maria Lopez and Pete Gonzalez on their side.

Lopez and Gonzalez are California Adult Education Programs counselors, who help students navigate the process of enrolling in college while promoting SBVC's services and classes. SBVC is part of the Inland Adult Education Consortium, and its model program for transitioning students was recently recognized by the state of California, scoring high enough to be highlighted at conferences and distributed to regional and state officials.

No two students are alike, and they all enroll in adult education for different reasons, some want to improve their upward mobility, while others would like to be role models for their children and inspire them to seek higher education. In some cases, people are retired and just looking for something to do outside of the house. Lopez and Gonzalez help guide all of them toward the best learning outcome.

"A lot of students didn't really enjoy online learning and have been wanting to get back in person as soon as possible," Gonzalez said. "On the other side of the coin, the online environment really met some of their needs, and they are excited to get it done this way."

People who have gone through the transition process with Lopez and Gonzalez often turn into advocates of the adult education program and SBVC, and trust the counselors so much that they refer friends and family to them. That's huge for us," Dr. Emma Diaz, director of the California Adult Education Program, said. "It shows what Valley represents to the community, and how people feel safe to go here."

Last year, Gonzalez and Lopez helped more than 1,600 ESL students in the Inland Empire make the transition from adult education sites to San Bernardino Valley College. This major accomplishment was made possible by an initiative first funded by AB86 in 2013, which restructured adult education in California. Before this, there was no one at the local adult education sites helping students make the leap over to a community college.

AB86 provided \$25 million dollars to consortia across California, and their leaders were tasked with developing regional plans to improve and expand adult education. It's never too late to start or go back to school, whether a person is a native speaker or needs ESL classes. Often, a student who starts out only wanting to earn their GED will realize that with a little preparation, they can continue their education at SBVC.

Students gather in front of the original
Administration building in the 1950s.
Happy 95th Anniversary, SBVC!

EVENTS

Veterans Day

November 11

Campus Closed

Managing Money Workshop

November 17 • 10am

Virtual

Thanksgiving Recess

November 22-27

Day of Service & BBQ 2021

valleycollege.edu/dayofservice

December 4 • 8am

Campus Center

WinterFest 2021

valleycollege.edu/winterfest

December 7-10

For more campus events, visit **calendar.valleycollege.edu**

ALUMNI SPOTLIGHT

Zane Rice is flying high, now that he has earned his private pilot's license. Zane, 19, completed ground school through San Bernardino Valley College's FAA-certified aeronautics program, signing up for the course in spring 2019 during his sophomore year in high school. The Loma Linda resident has several pilots in his family, and his father encouraged him to take ground school in person rather than online for a more enriching experience.

"It was pretty clear I was the youngest person there, but they definitely welcomed me," Zane said. "We were all into aviation, we all found it interesting, so we all had that similarity. There was someone in their 50s taking the class too, so it wasn't just traditionally-aged college students. It was a pretty diverse group of people, and everyone was really nice and got along and talked about flying."

Zane would go to high school and participate in extracurricular activities during the day, and then head to SBVC for his night course. His SBVC instructor, Larry Rice, knew how busy he was, "and was super understanding and really helpful," Zane said.

Now a student at Walla Walla University in Walla Walla, Washington, Zane completed his flight training over the summer and officially earned his private pilot's license last month. Going to SBVC for ground school not only prepared Zane for getting his pilot's license, but also for becoming a university student, and he recommends other young students who are interested in flying consider taking a similar path.



FOLLOW US ON SOCIAL MEDIA!

