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San Bernardino Community College District

Final Classification Study Report

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Background/Introduction

CPS HR Consulting (CPS HR) was retained by the San Bernardino Community College District (SBCCD) to conduct a classification study for the District's classified positions. The purpose of the study was to review the current classification structure and related concepts; provide appropriate classification recommendations reflective of the work performed; prepare new classification specifications; and ensure that all positions are appropriately allocated within the newly proposed classification structure.

This classification study report is designed to provide an overview of study tasks, a conceptual framework for the analysis, a recommended classification structure, specific allocation analyses and recommendations for each of the positions encompassed in this study, and the next steps in the study.

The scope of the classification study encompassed one hundred and thirteen (113) non-certificated classifications including three hundred and seventy-seven (377) employees for individual classification review and analysis.

The desired outcomes and objectives for the District is a comprehensive classification study including:

- Assisting the District with the positioning of their classifications by providing recommendations on staff alignments, reporting relationships, and organizational structure;
- Providing classification specifications that are up-to date and are legally defensible; and
- Appropriately allocating employees within the recommended classification structure.

This classification study report outlines the results of the classification study. The classification study results are intended to assist SBCCD in identifying any positions that may be inappropriately classified.

Overview/Status of Study Tasks

The primary objective of the SBCCD classification study was to review the duties and responsibilities of each position; review and update, as necessary, the class specifications for the classes, or recommend new classifications for these positions; and recommend an appropriate classification structure.

In conducting the classification study, CPS HR has:

- Conducted a kick-off meeting with SBCCD Advisory Committee on February 4, 2019 to ensure a comprehensive understanding of the study goals and objectives and to receive their comments and feedback concerning the study timeline and process.
- Conducted multiple orientation sessions at the San Bernardino Community College campus and Crafton Hills Community College campus on March 13, 2019 to ensure that all employees and supervisors were apprised of the study goals, processes, and objectives; and had an opportunity to express any concerns or questions regarding the study or the Position Description Questionnaire (PDQ).
- Conducted meetings with members of the SBCCD Advisory Committee during March 2019 through August 2019.
- Conducted a detailed analysis of each position through the analysis of current classification specifications and current classification structure.
- Conducted job evaluation interviews with incumbents in classifications and their supervisors, as needed, to gain a comprehensive understanding of work performed.
- Analyzed all the information gathered via the PDQs and job evaluation interviews to identify the scope and level of work performed by each employee as well as the typical duties and the requisite knowledge, skills, abilities, and other job-related characteristics required to perform the work assigned to each position.
- Developed a classification structure that included rationale for the SBCCD Advisory Team to review and that were consistent with the classification concepts encompassing the total bodies of work being performed within the study positions.
- Based on classification concepts, classification structure, and PDQ content, developed recommendations for the allocation of each position to an appropriate classification. CPS HR emailed the proposed Allocation list to the SBCCD on May 24, 2019 and a revised Classification Allocation list on August 12, 2019 for review and feedback.
- Developed new classification specifications supporting the classification structure recommendations using a class specification template and format approved by the District. The classification specifications describe applicable job definitions; distinguishing characteristics; supervision received and exercised; essential duties and responsibilities statements; knowledge, skills, and abilities statements; minimum qualifications; any required training, certifications, or licenses; and physical and environmental working conditions.

- Based on classification concepts, classification structure, and PDQ content, developed recommendations for the allocation of each position to an appropriate classification. All classification specifications with track changes were uploaded to the OneDrive collaboration site on August 12, 2019.
- Provided a draft Classification Report for the SBCCD Advisory Team to review on November 22, 2019.
- Provided a final Classification Report for the SBCCD Advisory Team to review on January 6, 2020.

Classification Methodology

CPS HR used a variety of different classification methodologies and processes to gather and analyze information during this classification study. The first step in the classification study process was to review SBCCD's background materials for the consultants to become more familiar with the organizational structure and district culture. Documents reviewed included: classification specifications, salary schedules, and SBCCD's organizational charts. These background materials were critical to providing the framework for understanding the subsequent information to be collected. CPS HR utilized both the PDQs and feedback obtained from the individual, group, and supervisor interviews to gain classification information, to become familiar with the current organizational/classification structure and to recommend appropriate allocations.

Position Description Questionnaire (PDQ) - To evaluate each individual position, CPS HR developed a PDQ designed to gather comprehensive information about each position including information on essential job functions, budgetary responsibility, supervision given and received, decision-making responsibility, knowledge, skills, and abilities, work environment, physical demands, minimum job requirements and job-specific requirements such as licenses or certifications.

The PDQ form, including instructions for completion, was provided to SBCCD for distribution to all the study incumbents. A copy of the PDQ form used for this study is provided in [Exhibit D](#).

All SBCCD employees were invited to complete a PDQ and to participate in the PDQ process. In completing the PDQs, incumbents were instructed to provide information based on their current job responsibilities. They were advised that group PDQs could be submitted if all incumbents in the group performed essentially the same duties and reported to the same supervisor. Upon completion of their portion of the PDQ, incumbents were instructed to submit the document to their supervisor for review and comment. To maintain the integrity of the classification process, the participating employees' supervisors reviewed and signed the PDQs to affirm that all pertinent information was correctly captured and also to validate the information provided by employees. Supervisors could provide comments on any information provided by the employee within the PDQ. However, they were not allowed to edit or delete any of the PDQ content submitted by employees. CPS HR thoroughly reviewed each PDQ to analyze the duties and responsibilities assigned to each position and compared them to SBCCD's current classification specifications. This initial review allowed CPS HR to identify positions in which incumbents might be

working out of class or positions requiring employee and/or supervisor interviews in order to obtain additional information. A total of one hundred and thirty-three (133) completed PDQs were received with an overall 35% participation rate in the study. Although SBCCD employees were invited to participate in the PDQ process, not all employees completed a PDQ for their current position.

Classification Interviews - The purpose of the classification interviews was to assist CPS HR in gathering additional information about the job duties and responsibilities associated with each position, and to provide the incumbents an opportunity to explain any comments made on the PDQ that were unclear or inconsistent with the current class of the position. Where possible, group interviews were conducted to obtain maximum employee input. Supervisors were also interviewed to obtain feedback on subordinate classifications supervised, duties assigned, changes to the scope of work or requirements and the overall department classification structure. CPS HR prepared and sent draft interview schedules on April 19, 2019 for the District to review.

Interviews were conducted by CPS HR consultants during April 25-26, 2019 at the Crafton Hills campus and May 1-2, 2019 at the San Bernardino campus; each interview lasted between 30-45 minutes. CPS HR consultants used the interviews to gather additional information about the incumbent's job duties and responsibilities, the sequencing of job tasks, job requirements, and the circumstances in which the incumbent interacts with coworkers, external clients, students, vendors, and the public. The interviews were also used to clarify information the incumbent provided on the PDQ. CPS HR did attempt to accommodate all employees who requested to participate in the interview process either by an in-person or telephone interview.

Classification Data Analysis - The information provided through the PDQs and interviews was utilized to determine the degree to which SBCCD's current class specifications describe the actual work being performed by the incumbents. The information was also used to develop new or revised draft proposed class specifications and to properly allocate positions based on a proposed classification structure. CPS HR also used the information to identify broad job families as appropriate.

Appeals - The SBCCD will need to address incumbents who wish to carry their appeal further relying on applicable District policies and practices regarding appeals. An appeal process was not part of the scope of this study.

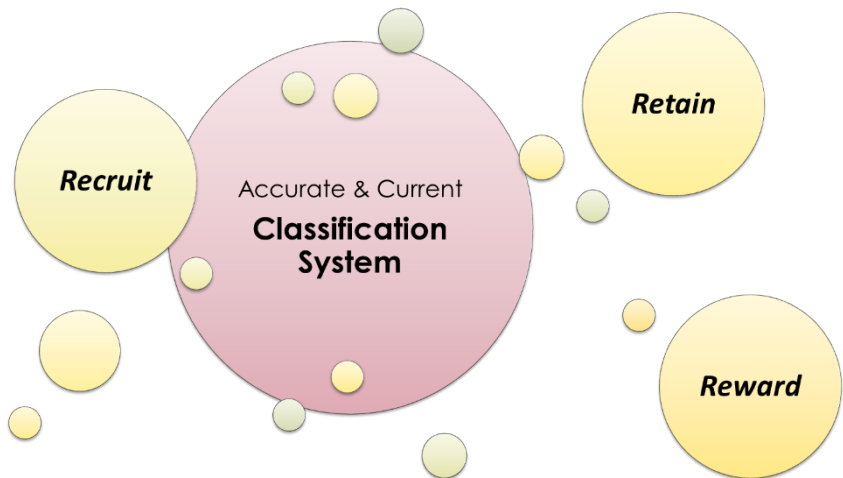
Conceptual Framework

An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal, and human resources decisions. Accurate and current classification specifications provide the fundamental and essential building blocks for successful administration of recruitment, performance management, compensation, and succession planning programs. In addition to providing the basis for human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. Identifying positions based on a well-defined and orderly classification system supports organizational planning, operational efficiency and effectiveness, budget analysis and preparation, and various other administrative functions. Classification analysis, as applied to the positions in this study, relies upon sound principles of job evaluation. Using these principles, a classification structure should be designed to reflect distinct differences in the levels and types of work being performed, based on established classification factors and concepts. This section of the report presents the conceptual framework for the methods used by CPS HR in reviewing an agency's classification structure.

The classification analysis relies upon sound principles of job evaluation. Using these principles, CPS HR has developed a classification structure for SBCCD that is designed to reflect distinct differences in the levels and types of work being performed based on established classification factors and concepts.

This section of the report presents the conceptual framework for the methods used by CPS HR in developing a proposed classification plan for SBCCD's positions. To facilitate review, this section is organized as follows:

- General Guidelines and Definitions
- Nature of the Work
- Classification Job Family Levels



General Guidelines and Definitions

Standard Classification Factors

In order to develop classification/allocation recommendations, each position is first analyzed based on the nature of work performed. Nature of work refers to the occupation, profession, or subject matter field in which each position falls. Positions that perform work of a similar nature are considered to be in the same “job family.” Within each job family, the level of the position is then determined by evaluating it against the following factors:

- **Decision-Making** - This consists of the decision-making responsibility and degree of independence or latitude that is inherent in the position, and the impact of the decisions.
- **Scope and Complexity** - This defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
- **Impact** - This factor considers the impact on the organization, including accountability and the likelihood/consequence of error.
- **Contact with Others required by the Job** - These measures the types of contacts, and the purpose of the contacts.
- **Supervision Received and Exercised** - This describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.
- **Knowledge, Skills, and Abilities** - This defines the knowledge, skills, and abilities necessary to perform assigned responsibilities.
- **Minimum Qualifications** - These factors define the minimum requirements to qualify for the position, including the training, education, experience, licenses, certificates, physical demands, mental exertion and other factors necessary to perform the assigned responsibilities.
- **Working Conditions** - These factors identify a hazardous, dangerous or unpleasant environment, and notes any adverse conditions.

These factors were carefully and consistently applied during the analysis of each position included in the scope of the study. Not all factors will be as pertinent to all positions, and each factor is analyzed in accordance with the importance of that particular factor to the kind of job studied.

Whole-Job Analysis

For purposes of this study, CPS HR used a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

Broad and Narrow Classifications

It is easy to determine that several positions belong to the same class when the duties are identical. However, in practice, the duties and responsibilities of positions need not be identical in order to be

placed in a common classification. Classification plans generally establish classifications based on a determination of “sufficient similarity”. However, within an individual organization, sufficient similarity can be interpreted to coincide with the goals and philosophy of the organization. For example, a broad interpretation recognizes positions that share a core set of classification factors but accepts substantial variation between positions resulting in varied assignments within each broad classification. In contrast, a narrow interpretation might create separate narrow classifications to address such variations.

Point in Time Analysis

A classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. CPS HR has, to the extent possible, designed a classification structure in line with SBCCD’s current workforce, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification structure, the levels of work, and the functional areas identified should provide a strong foundation for the SBCCD’s future classification needs.

Preponderant Duties

Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time. Therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes, the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent’s time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

Level and Not Volume of Work

Position classification reflects the level of work performed by an employee and is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and the consultants do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions, since problems of excessive workload are properly solved by redistributing work or adding employees and not by creating new classifications.

Classification of the Position, Not the Employee

Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs but of the actual duties assigned to the employee.

Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

Position versus Classification

Position and classification are two words that are often thought of as interchangeable, but they, in fact, have very different meanings. In a classification plan, a position is an assigned group of duties and responsibilities performed by one person. Sometimes the word “job” is appropriately used in the place of position.

In contrast, a classification may contain only one position, or may consist of a number of positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions; and the same salary range is equitable for all positions.

Classification versus Allocation

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

Nature of the Work

The overall nature of the work being performed provides the basis for establishing job families and also helps group positions according to their overall functions and responsibilities. Classifications in a job family usually have similarities in their employment requirements that may support career progression. However, classes in the same job family may still require different levels of education, experience, skill, effort, or responsibility. These categories are described as follows:

- **“Clerical/Administrative” classifications** are responsible for department, college campus site, office and/or secretarial support work such as document production/processing, filing, reception, calendar maintenance, scheduling, and data entry. Typically, incumbents use a basic knowledge of office procedures, combined with basic reading, writing, and arithmetic skills.
- **“Technical” classifications** describe work that requires specialized skills, knowledge, and abilities typically acquired through practical experience. Positions at the technician level typically require incumbents to have, at a minimum, a high school diploma or GED equivalency, combined with college-level courses or possession of technical certification.
- **“Professional” classifications** typically describe work that is analytical in nature, requiring incumbents to possess sufficient knowledge and skill to analyze problems, evaluate and identify alternatives, and recommend or implement actions and solutions; such knowledge is usually obtained through possession of a college degree and/or a highly specialized and advanced type of training.

Classification Job Family Levels

Within any organization, the use of class titles and levels should be based on the specific needs of the organization. At the same time, certain standardized titling and leveling conventions are commonly used when establishing classification plans. By themselves, titles do not define positions. However, the use of consistent titling conventions can help an organization establish a consistent classification framework. When used properly, class titles can provide a quick visual tool for identifying class type and level. Therefore, titles can be one of the most sensitive issues within an organization as they are sometimes perceived as a reflection of importance. Thus, employees are often very interested in what their job titles will be.

Within each classification series, there may be a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization’s needs and priorities. The categories recommended are described as follows:

- **Entry-level** classifications are designed to provide an on-the-job training opportunity to an employee who has limited or no directly related work experience and is not yet performing the full range of work assigned to the journey-level class. In some cases, positions which are limited in scope and/or require performing more basic duties may be permanently allocated to the entry-level.

- **Journey-level** classifications recognize positions that perform the full range of tasks typically assigned to positions in the job family. A journey-level position requires incumbents to be fully competent in performing assigned duties.
- **Advanced journey-level** classifications describe positions with specialized and/or advanced duties beyond the journey level of the series. Incumbents may also serve as a lead. Leads are typically responsible for providing lead supervision to a group of at least three lower-level staff while performing the day-to-day work themselves.

Class Level and Titling Conventions

Within any organization, the use of class titles and levels should be based on the specific needs of the organization. At the same time, certain standardized titling and leveling conventions are commonly used when establishing classification plans. A class series may be established when two or more classes are related to each other in a linear or other fashion. Typically, classes are placed in a series when the work performed in the classification is similar in nature but not in level, and when the work performed at the lower level class helps develop the knowledge, skills and abilities to perform work at the higher level.

By themselves, titles do not define positions. However, the use of consistent titling conventions can help an organization establish a consistent classification framework. When used properly, class titles can provide a quick visual tool for identifying the class type and level. Therefore, titles can be one of the most sensitive issues within the organization as they are sometimes perceived as a reflection of importance. Thus, employees are often very interested in what their job titles will be. Ideally, job titles should reflect the nature of the work being performed. Some examples include the following:

- **Clerk/Assistant** – is commonly used in job titles to designate positions that perform routine documentation and administrative tasks associated with work in an office setting. This is an entry-level position requiring the application of basic theory and principles in a professional discipline to complete standard work assignments or projects. Incumbents focus on identifying “what,” needs to be done as well as “when,” “where,” and “how” to do it. Positions support an assigned function, office, or department.
 - Note that some districts use other generic terms instead of the word “clerk.” For example, titles that include the terms “aide” or “assistant” are common. For the SBCCD classification study project, the Child Development Assistant and Office Assistant I are two examples of proposed classification for the entry-level position of an Assistant.
- **Technician** – A journey-level, sub-professional/technical position that requires the application of policies, methods, practices and procedures, knowledge of which are gained through experience and often supplemented by relevant technical training and course work. The title can be used in a class title to identify skilled trade classes or those with a technology emphasis. However, in administrative settings, the term “technician” also is used for classes where incumbents are expected to interpret and apply specialized laws and regulations in order to decide an

appropriate course of action. Duties frequently require an incumbent to apply their knowledge of broad principles to specific situations, including those which are new or unfamiliar, while using a moderate amount of independent judgment and initiative to do the task.

- For the SBCCD classification study project, CPS HR recommends using the word Technician in the title of classes that meet the above criteria. Some Technician classes exist in series (e.g., Student Services Technician I and Student Services Technician II). These are examples of CPS HR proposed classifications for varying levels of the Technicians in the Student Services department. However, others may be a stand-alone journey-level class.
- **Specialist** – is a broad term that can apply to multiple types of jobs and various levels within a job family. By itself, it is not a leveling term. However, within a job family or class series, it may be an appropriate term to describe an advanced or specialized level within the family/series.
 - For the SBCCD classification study project, Graphics Specialist and Veteran Services Specialist are two examples of proposed classifications for Specialist.
- **Lead** – A position that is responsible for providing lead work guidance and direction to other employees in related classes in an assigned work unit. "Lead" responsibility includes assigning and reviewing the work of other employees for completeness, accuracy and conformance with standards; training new employees; providing technical/procedural work direction; and providing input on employee performance evaluations and disciplinary actions and similar types of responsibilities. Lead employees do not supervise or evaluate staff nor do incumbents discipline other employees. Lead employees also participate in performing the work of the unit, typically for significant portions of their work time.
 - For the SBCCD classification study project, the Lead Food Service Worker and Lead Custodian are two examples of proposed classifications for Lead.
- **Analyst** – is a title used for professional-level classes where the preponderant duties involve breaking down a complex problem into various components; conducting research to understand how the components interact with and impact each other and how each component affects the problem; using the information gained to develop a recommendation on how to solve the problem; and preparing a comprehensive report that describes the proposed solution to the problem and explains how that conclusion was reached. Analyst classes typically require education equivalent to at least a bachelor's degree with varying amounts of post-graduate experience.
 - For this SBCCD study, the Data Analyst and Systems Analyst are two examples of proposed classifications for Analyst.

Ultimately, the degree to which the District actively facilitates employee career progression may have the most significant impact on employee professional growth. Employer-paid training, educational reimbursement, and educational incentives provide proactive and effective ways of encouraging employees to improve their education and skills.

As with class titles, class level definitions typically follow standard conventions. Position classification is a dynamic process, since the plan itself and the class specifications must continually respond to the changing needs of the organization. Thus, regular and periodic review of the plan is needed to ensure that it accurately reflects changes in the District's organizational goals, organizational structure, policy, size, and leadership styles. The plan must also respond to changes in technology, programs, legal requirements, and characteristics of the workforce.

Once established, the classification plan must be utilized consistently to serve its purpose as a management tool. If employment decisions are not consistent with the plan, then either the plan or the decisions must be amended to be consistent with each other.

Career Ladders – The career ladders proposed for SBCCD are designed to identify and facilitate opportunities for employees to progress to a higher level of job responsibility. The degree to which the District should proactively incorporate career ladders into its classification plan should be based on three primary preconditions: 1) the District must have a genuine business need for higher-level work, and should not promote employees simply to retain them; 2) employees must be both interested in the higher level work and willing to develop their ability to perform it successfully; and 3) the District must consider it preferable to retain employees rather than bring in new people who have gained experience elsewhere.

Classification Outcomes, Analysis and Recommended Classifications

The classification structure recommended by CPS HR supports the current SBCCD organizational structure, changes the classification concepts for some classifications as appropriate, and provides titling consistency and relatable industry titles which represent the body of work/function. The proposed structure: consolidates classifications where the duties and responsibilities of the work assigned are sufficiently similar in scope and complexity; creates new classifications where the duties and responsibilities are sufficiently unique in scope and complexity; and provides clearer distinctions among the different classifications and supports classifications within a program series based on nature of the work. Not all areas will have all the recommended class titles/levels. Additional levels (e.g., I, II, III) are added to represent the complexity of the work function. As programs are added or changed, positions may be added or changed to maintain consistency and to support SBCCD initiatives.

There are two primary outputs of the classification study: An Allocation Listing and Classification Specifications. The Allocation Listing ([Exhibit A](#)) illustrates the actions recommended for each classification and provides a table summarizing the allocation recommendations for all the project positions, sorted by incumbent last name, first name, current title, location, proposed classifications, proposed allocation rationale. We have also included an alphabetical listing of proposed classifications as ([Exhibit B](#)). This

section of the report provides an overview of the analysis and allocation recommendations for the positions included in the project.

A complete set of proposed new or amended classification specifications ([Exhibit C](#)) are also included and represent the current duties and responsibilities assigned to the incumbents. We have suggested several title changes, reclassifications, and establishment of new classes. CPS HR provided revised classifications specifications with track changes for the District to review the specific changes that were made to the SBCCD current classifications descriptions. CPS HR did not unilaterally incorporate information received just from employees, or just from Supervisors/Managers/Directors without verifying and validating all of the information received.

A crosswalk between the current classification structure and the recommended classification structure by job family is presented in the table below.

Important: The existing SBCCD salary grade figures effective 5/16/19 represented below in the right column is listed for “information only” purposes.

RECOMMENDED SBCCD CLASSIFICATION STRUCTURE BY JOB FAMILY

JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	SALARY RANGE 5/16/19
ACCOUNTING/FISCAL	ACCOUNT CLERK I	ACCOUNT ASSISTANT I	26
	ACCOUNT CLERK II	ACCOUNT ASSISTANT II	30
	ACCOUNTANT	ACCOUNTANT	36
	PAYROLL ACCOUNTANT	PAYROLL ACCOUNTANT	37
	SENIOR PAYROLL ACCOUNTANT	SENIOR PAYROLL ACCOUNTANT	43
	SENIOR ACCOUNTANT	SENIOR ACCOUNTANT	44
	CONTRACT AND LIABILITY SPECIALIST	CONTRACT AND LIABILITY SPECIALIST	53
	BUDGET ANALYST	BUDGET ANALYST	54
ADMINISTRATIVE/SECRETARIAL	SECRETARY I	PROGRAM SUPPORT SPECIALIST I	29
	SECRETARY II	PROGRAM SUPPORT SPECIALIST II	33
	ADMINISTRATIVE SECRETARY	RESEARCH DATA SPECIALIST	37
	ADMINISTRATIVE SECRETARY	TECHNICAL SUPPORT ASSISTANT	37
	ADMINISTRATIVE SECRETARY	ADMINISTRATIVE ASSISTANT I	37
	ADMINISTRATIVE ASSISTANT I	ADMINISTRATIVE ASSISTANT I	41
	ADMINISTRATIVE ASSISTANT II	ADMINISTRATIVE ASSISTANT II	50
ADMISSIONS & RECORDS	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS TECHNICIAN	32
	ADMISSIONS & RECORDS SPECIALIST	ADMISSIONS & RECORDS SPECIALIST	38
	ADMISSIONS & RECORDS COORDINATOR	ADMISSIONS & RECORDS COORDINATOR	42
	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS EVALUATOR	42
	SCHEDULE/CATALOG DATA SPECIALIST	ADMISSIONS & RECORDS PROJECTS/COMPLIANCE COORDINATOR	42

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	SALARY RANGE 5/16/19
	ADMISSIONS & RECORDS LEAD EVALUATOR *	ADMISSIONS & RECORDS LEAD EVALUATOR	47
ATHLETICS	P.E. & ATHLETIC EQUIPMENT SPECIALIST	P.E. & ATHLETIC EQUIPMENT SPECIALIST	26
	SPORTS INFORMATION SPECIALIST	SPORTS INFORMATION SPECIALIST	26
	ATHLETIC TRAINER	ATHLETIC TRAINER	42
	GOLF COURSE & TENNIS COURT ATTENDANT	GOLF COURSE & TENNIS COURT ATTENDANT	<i>NOT LISTED ON SS</i>
BOOKSTORE	BOOKSTORE CUSTOMER SERVICE ASSISTANT	BOOKSTORE CUSTOMER SERVICE ASSISTANT	19
	BOOKSTORE ASSISTANT I*	BOOKSTORE ASSISTANT II	23
	BOOKSTORE ASSISTANT II	BOOKSTORE ASSISTANT II	27
	BOOK BUYER*	BOOK BUYER	31
	ASSISTANT BOOKSTORE MANAGER*	ASSISTANT BOOKSTORE MANAGER	35
CAFETERIA/FOOD SERVICE	FOOD SERVICE WORKER I	FOOD SERVICE WORKER	18
	FOOD SERVICE SPECIALIST	LEAD FOOD SERVICE WORKER	20
	CDC FOOD SERVICE SPECIALIST	CDC FOOD SERVICE SPECIALIST	29
CAMPUS SAFETY	COLLEGE SECURITY OFFICER	CAMPUS SAFETY OFFICER	29
	POLICE DISPATCH CLERK	POLICE RECORDS/EVIDENCE TECHNICIAN	30
	COLLEGE POLICE OFFICER	CAMPUS POLICE OFFICER I	50
	COLLEGE POLICE OFFICER	CAMPUS POLICE OFFICER II	TBD
CAREER SERVICES	JOB DEVELOPER	JOB DEVELOPER	36
	JOB PLACEMENT & CAREER GUIDANCE SPECIALIST	JOB PLACEMENT & CAREER GUIDANCE SPECIALIST	<i>NOT LISTED ON SS</i>
CHILD DEVELOPMENT	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT ASSISTANT	20
	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT TEACHER	1-CDC SS
	SENIOR CHILD DEVELOPMENT TEACHER	SENIOR CHILD DEVELOPMENT TEACHER	2-CDC SS
CLERICAL	CLERICAL ASSISTANT I	OFFICE ASSISTANT I	21
	WORKFORCE GRANT ASSISTANT*	WORKFORCE GRANT ASSISTANT	21
	CLERICAL ASSISTANT II	OFFICE ASSISTANT II	25
	MAIL CLERK	MAIL CLERK	25
	SWITCHBOARD OPERATOR	CAMPUS RECEPTIONIST	25
	TECHNICAL ASSISTANT*	TECHNICAL ASSISTANT	43

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COMPUTING SERVICES	COMPUTER TECHNICIAN	COMPUTER TECHNICIAN	38
	TELECOMMUNICATIONS TECHNICIAN	TELECOMMUNICATIONS TECHNICIAN	40
	PROJECT ANALYST	PROJECT ANALYST	44
	USER LIASION	USER LIASION	44
	TECHNOLOGY SUPPORT SPECIALIST I	TECHNOLOGY SUPPORT SPECIALIST I	46
	DATA ANALYST	DATA ANALYST	47
	TECHNOLOGY SUPPORT SPECIALIST II	TECHNOLOGY SUPPORT SPECIALIST II	50
	TELECOMMUNICATIONS SPECIALIST	TELECOMMUNICATIONS/VOIP SPECIALIST	52
	INSTRUCTIONAL TECHNOLOGY SPECIALIST	INSTRUCTIONAL TECHNOLOGY SPECIALIST	54
	SYSTEMS ANALYST	SYSTEMS ANALYST	54
	WEB DEVELOPER	WEB DEVELOPER	54
	EDU STREAM WEB APPLICATION DEVELOPER*	EDU STREAM WEB APPLICATION DEVELOPER	54
	SENIOR TECHNOLOGY SUPPORT SPECIALIST	SENIOR TECHNOLOGY SUPPORT SPECIALIST	63
	CUSTODIAL	CUSTODIAN I	CUSTODIAN
CUSTODIAN/COURIER*		CUSTODIAN/COURIER	27
LEAD CUSTODIAN		LEAD CUSTODIAN	31
FINANCIAL AID	FINANCIAL AID SPECIALIST I	FINANCIAL AID SPECIALIST I	38
	FINANCIAL AID SPECIALIST II	FINANCIAL AID SPECIALIST II	40
	FINANCIAL AID OUTREACH COORDINATOR	FINANCIAL AID COORDINATOR	44
	FINANCIAL AID COORDINATOR	FINANCIAL AID COORDINATOR	45
GRANTS	GRANT CLERICAL ASSISTANT	GRANT CLERICAL ASSISTANT	38
MEDIA	MULTI-MEDIA SPECIALIST*	MULTI-MEDIA SPECIALIST	34
	SENIOR MULTI-MEDIA SPECIALIST*	SENIOR MULTI-MEDIA SPECIALIST	38
GROUNDS MAINTENANCE	GROUNDS CARETAKER	GROUNDS CARETAKER	30
	LEAD GROUNDS CARETAKER	LEAD GROUNDS CARETAKER	31
INSTRUCTIONAL SUPPORT	LEARNING RESOURCES ASSISTANT	TUTORIAL SERVICES ASSISTANT	26
	TUTORIAL COORDINATOR	TUTORIAL SERVICES COORDINATOR	34

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	SALARY RANGE 5/16/19
	LAB TECHNICIAN-AERONAUTICS*	LAB TECHNICIAN-AERONAUTICS	38
	LAB TECHNICIAN-ANATOMY & PHYSIOLOGY	LAB TECHNICIAN-ANATOMY & PHYSIOLOGY	38
	LAB TECHNICIAN-ART	LAB TECHNICIAN-ART	38
	LAB TECHNICIAN-BIOLOGY	LAB TECHNICIAN-BIOLOGY	38
	LAB TECHNICIAN-CHEMISTRY	LAB TECHNICIAN-CHEMISTRY	38
	LAB TECHNICIAN-COMPUTER INFORMATION TECHNOLOGY*	LAB TECHNICIAN-COMPUTER INFORMATION TECHNOLOGY	38
	LAB TECHNICIAN-CULINARY ARTS	LAB TECHNICIAN-CULINARY ARTS	38
	LAB TECHNICIAN-ELECTRICITY/ELECTRONICS*	LAB TECHNICIAN-ELECTRICITY/ELECTRONICS	38
	LAB TECHNICIAN-EMERGENCY MEDICAL	LAB TECHNICIAN-EMERGENCY MEDICAL	38
	LAB TECHNICIAN-ENVIRONMENTAL SCIENCE	LAB TECHNICIAN-ENVIRONMENTAL SCIENCE	38
	LAB TECHNICIAN-MICROBIOLOGY	LAB TECHNICIAN-MICROBIOLOGY	38
	LAB TECHNICIAN-PHYSICS	LAB TECHNICIAN-PHYSICS	38
	INSTRUCTIONAL ASSESSMENT TECHNICIAN	INSTRUCTIONAL ASSESSMENT TECHNICIAN	42
	ADMINISTRATIVE CURRICULUM COORDINATOR	CURRICULUM COORDINATOR-INSTRUCTIONAL SERVICES	43
	TEACHING ASSISTANT	TEACHING ASSISTANT	<i>NOT LISTED ON SS</i>
KVCR	DEVELOPMENT ASSOCIATE-KVCR-FM	DEVELOPMENT COORDINATOR-KVCR	36
	PRODUCER-RADIO	PRODUCER-RADIO	36
	BROADCAST OPERATOR	TECHNICAL ASSISTANT-KVCR	38
	TRAFFIC COORDINATOR-TV	TRAFFIC COORDINATOR-TV	42
	MARKETING COORDINATOR	MARKETING COORDINATOR	44
	PROJECT ANALYST	PROJECT ANALYST	44
	SENIOR PRODUCER-RADIO	SENIOR PRODUCER-RADIO	44
	TELECOMMUNICATIONS ENGINEER	TELECOMMUNICATIONS ENGINEER	44
	DEVELOPMENT COORDINATOR*	DEVELOPMENT COORDINATOR	45
	PROGRAM MANAGER	PROGRAM MANAGER	48

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	SALARY RANGE 5/16/19
	PROGRAM MANAGER	SENIOR PROGRAM MANAGER	TBD
	PRODUCER/DIRECTOR-TV	PRODUCER/DIRECTOR-TV	50
LIBRARY SERVICES	LIBRARY MEDIA CLERK	LIBRARY MEDIA CLERK	26
	LIBRARY TECHNICAL ASSISTANT I	LIBRARY TECHNICAL ASSISTANT I	30
	LIBRARY TECHNICAL ASSISTANT II	LIBRARY TECHNICAL ASSISTANT II	34
MAINTENANCE, FACILITIES & OPERATIONS	AQUATIC CENTER POOL ATTENDANT	AQUATIC CENTER POOL ATTENDANT	26
	TOOL ROOM SPECIALIST	TOOL ROOM SPECIALIST	26
	MAINTENANCE WORKER	MAINTENANCE WORKER	33
	MAINTENANCE TECHNICIAN	MAINTENANCE TECHNICIAN	37
	HVAC/R TECHNICIAN	HVAC/R TECHNICIAN	41
	HVAC/R TECHNICIAN	SKILLED MAINTENANCE SPECIALIST	TBD
	LEAD MAINTENANCE TECHNICIAN*	LEAD MAINTENANCE TECHNICIAN	41
PLANETARIUM	PLANETARIUM PRODUCTION & PRESENTATION COORDINATOR*	PLANETARIUM PRODUCTION & PRESENTATION COORDINATOR	44
PUBLICATIONS/PRINTING SERVICES	PRINTER REPRODUCTION OPERATOR	PRINTING SERVICES TECHNICIAN	30
	PRINTING OPERATIONS SPECIALIST	PRINTING SERVICES SPECIALIST	39
	GRAPHICS SPECIALIST	GRAPHICS SPECIALIST	39
PURCHASING	PURCHASING TECHNICIAN	PURCHASING TECHNICIAN	31
	PURCHASING AGENT	PURCHASING AGENT	40
RESEARCH & PLANNING	RESEARCH DATA SPECIALIST*	RESEARCH DATA SPECIALIST	42
	RESEARCH ASSISTANT*	RESEARCH ASSISTANT	46
	RESEARCH ANALYST	RESEARCH ANALYST	54
	SENIOR RESEARCH & PLANNING ANALYST	SENIOR RESEARCH & PLANNING ANALYST	63
STUDENT SERVICES/DPS&S/OTHER	STUDENT SERVICES TECHNICIAN I	STUDENT SERVICES TECHNICIAN I	30
	STUDENT SERVICES TECHNICIAN II	STUDENT SERVICES TECHNICIAN II	34
	SENIOR STUDENT SERVICES TECHNICIAN*	SENIOR STUDENT SERVICES TECHNICIAN	38

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JOB FAMILY	CURRENT CLASSIFICATION	PROPOSED CLASSIFICATION	SALARY RANGE 5/16/19
	INTERPRETING SERVICES SPECIALIST	INTERPRETING SERVICES SPECIALIST	41
	SCHEDULE/CATALOG DATA SPECIALIST	SCHEDULE/CATALOG DATA SPECIALIST	42
	OUTREACH & RECRUITMENT TECHNICIAN*	OUTREACH & RECRUITMENT TECHNICIAN	44
	EOPS COORDINATOR	EOPS COORDINATOR	45
	COORDINATOR-OUTREACH & RELATIONS WITH SCHOOLS*	COORDINATOR-OUTREACH & RELATIONS WITH SCHOOLS	46
	DISTANCE EDUCATION SYSTEMS ADMINISTRATOR*	DISTANCE EDUCATION SYSTEMS ADMINISTRATOR	46
	ALTERNATIVE MEDIA & ASSISTATIVE TECHNOLOGY SPECIALIST	ALTERNATIVE MEDIA & ASSISTATIVE TECHNOLOGY SPECIALIST	48
	PROGRAM COORDINATOR-ATTC*	PROGRAM COORDINATOR-ATTC	50
	PROGRAM COORDINATOR-PROFESSIONAL DEVELOPMENT CTR	PROGRAM COORDINATOR-PROFESSIONAL DEVELOPMENT CTR	<i>NOT LISTED ON SS</i>
TECHNOLOGY SERVICES	PROGRAMMER*	PROGRAMMER	40
	TECHNOLOGIES COORDINATOR*	TECHNOLOGIES COORDINATOR	44
	PROGRAMMER/ANALYST	PROGRAMMER/ANALYST	46
	DATABASE ADMINISTRATOR*	DATABASE ADMINISTRATOR	54
	SENIOR PROGRAMMER/ANALYST	SENIOR PROGRAMMER/ANALYST	63
THEATRE	SENIOR THEATRE ARTS TECHNICAL SPECIALIST	SENIOR THEATRE ARTS TECHNICAL SPECIALIST	50
VETERAN SERVICES	ADMISSIONS & RECORDS SPECIALIST	VETERANS SERVICES SPECIALIST	
WAREHOUSE/STOREKEEPING	STOREKEEPER I*	STOREKEEPER I	22
	STOREKEEPER II*	STOREKEEPER II	26
	WAREHOUSE OPERATIONS WORKER*	WAREHOUSE OPERATIONS WORKER	28
	WAREHOUSE TECHNICIAN	WAREHOUSE TECHNICIAN	32
<i>*Indicates "Vacant" classifications not included in the study</i>			

Next Steps

The above sections of this final report provide information concerning the scope of the project, the methodology used, classification structure recommendations and individual employee allocation recommendations. CPS HR Consulting is pleased to provide this final Classification Study Report to San Bernardino Community College District for review and comment. We welcome feedback from the SBCCD Advisory Team.

Should you require any further information or have questions and comments concerning this report, please do not hesitate to contact or Suzanne Ansari, CPS HR Senior HR Consultant, at (916) 263-3614 or via email at sansari@cpshr.us.

Exhibit A: Recommended Individual Employee Allocations

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
ANABEL	MARTINEZ	ACCOUNT CLERK I	ADMINISTRATIVE SERVICES - SBVC	ACCOUNT ASSISTANT I	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
LILIANA	MOLINA	ACCOUNT CLERK I	ADMINISTRATIVE SERVICES - SBVC	ACCOUNT ASSISTANT I	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
CINTHIA ASHLEY	CALDERON CRUZ	ACCOUNT CLERK I	CAMPUS BUSINESS OFFICE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
INEZ	BOOKER	ACCOUNT CLERK II	PAYROLL - DISTRICT	ACCOUNT ASSISTANT II	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
ROSLIN	HALIM	ACCOUNT CLERK II	ACCOUNTING - SBVC	ACCOUNT ASSISTANT II	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
MARGARITA	AGUIRRE	ACCOUNT CLERK II	ACCOUNTING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LYNNETTE	DAVIS	ACCOUNT CLERK II	CAMPUS BUSINESS OFFICE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SHAINA	HARWOOD-MODRAK	ACCOUNT CLERK II	RESOURCE DEVELOPMENT - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
WYVON	SMITH	ACCOUNT CLERK II	ACCOUNTING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
WANDA	WALKER	ACCOUNT CLERK II	ACCOUNTING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LIDYA	ALAMSYAH	ACCOUNTANT	ACCOUNTING - DISTRICT	ACCOUNTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
KRISTIN	RAISCH	ACCOUNTANT	ACCOUNTING - DISTRICT	ACCOUNTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
GIRIJA	RAGHAVAN	ACCOUNTANT	PRESIDENT - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KELLY	NEWTON	ADMINISTRATIVE ASSISTANT I	INSTRUCTION -CHC	ADMINISTRATIVE ASSISTANT II	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
KATHRYN	WILSON	ADMINISTRATIVE ASSISTANT I	COUNSELING - CHC	ADMINISTRATIVE ASSISTANT II	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
LAURA	GOWEN	ADMINISTRATIVE ASSISTANT I	INSTRUCTION - SBVC	ADMINISTRATIVE ASSISTANT II-NO QUESTIONNAIRE	RECLASS PER SBCCD	RECLASS PER SBCCD
LAURA	VAN GENDEREN	ADMINISTRATIVE ASSISTANT I	STUDENT SERVICES - CHC	ADMINISTRATIVE ASSISTANT II-NO QUESTIONNAIRE	RECLASS TBD PER SBCCD	RECLASS PER SBCCD
GINA	GUERRERO	ADMINISTRATIVE ASSISTANT I	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SHARI	BLACKWELL	ADMINISTRATIVE ASSISTANT II	DISTRIBUTED EDUCATION - DISTRICT	ADMINISTRATIVE ASSISTANT III	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
MICHELE	JEANNOTTE	ADMINISTRATIVE ASSISTANT II	COLLEGE POLICE - DISTRICT	ADMINISTRATIVE ASSISTANT III	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
ERIKA	MENGE	ADMINISTRATIVE ASSISTANT II	FISCAL SERVICES - DISTRICT	ADMINISTRATIVE ASSISTANT III	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
STACY	GARCIA	ADMINISTRATIVE ASSISTANT II	PROFESSIONAL DEVELOPMENT CTR.	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
TINA	GIMPLE	ADMINISTRATIVE COORDINATOR	ADMINISTRATIVE SERVICES - CHC	ADMINISTRATIVE COORDINATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
KAROL	PASILLAS	ADMINISTRATIVE COORDINATOR	ADMINISTRATIVE SERVICES - SBVC	ADMINISTRATIVE COORDINATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
KAY	YARBROUGH	ADMINISTRATIVE CURRICULUM COORDINATOR	INSTRUCTION - SBVC	CURRICULUM COORDINATOR- INSTRUCTIONAL SERVICES	TITLE CHANGE	USE OF CURRENT EQUIVALENT
VICTORIA	BARRA	ADMINISTRATIVE SECRETARY	ADMISSIONS & RECORDS - CHC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
MARY	BENDER	ADMINISTRATIVE SECRETARY	OCCUPATIONAL EDUCATION - CHC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
CYNTHIA	BIDNEY	ADMINISTRATIVE SECRETARY	NURSING - SBVC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
ANITA	MOORE	ADMINISTRATIVE SECRETARY	COUNSELING & MATRICULATION - SBVC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
JUDY	RODRIGUEZ	ADMINISTRATIVE SECRETARY	ADMINISTRATIVE SERVICES - SBVC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
PHYLICIA	SANCHEZ	ADMINISTRATIVE SECRETARY	RESOURCE DEVELOPMENT - SBVC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
GINGER	SUTPHIN	ADMINISTRATIVE SECRETARY	INSTRUCTION -CHC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
CATALINA	TRASPORTE	ADMINISTRATIVE SECRETARY	HUMANITIES - SBVC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
SHARON	ZERBEL	ADMINISTRATIVE SECRETARY	INSTRUCTION - SBVC	ADMINISTRATIVE ASSISTANT I	TITLE/LEVEL CHANGE	DEVELOPMENT OF ADMIN ASSISTANT SERIES
CARRIE	AUDET	ADMINISTRATIVE SECRETARY	RESOURCE DEVELOPMENT-CHC	ADMINISTRATIVE ASSISTANT I-NO QUESTIONNAIRE	RECLASSIFIED PER SBCCD	RECLASSIFIED PER SBCCD
MARY	BRADLEY	ADMINISTRATIVE SECRETARY	STUDENT SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SHAREN	CHAVIRA	ADMINISTRATIVE SECRETARY	TECHNICAL TRAINING - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LAURA	CROSS	ADMINISTRATIVE SECRETARY	SOCIAL SCIENCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROSALINDA	GARCIA	ADMINISTRATIVE SECRETARY	SCIENCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MELISSA	HEREDIA	ADMINISTRATIVE SECRETARY	BUSINESS ADMINISTRATION SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ELIZABETH	LOPEZ	ADMINISTRATIVE SECRETARY	INSTRUCTION -CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
VIVIAN	MARQUEZ	ADMINISTRATIVE SECRETARY	MATHEMATICS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
AMANDA	MOODY	ADMINISTRATIVE SECRETARY	STUDENT SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DENA	MURILLO-PETERS	ADMINISTRATIVE SECRETARY	RESEARCH & PLANNING - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RUBY	ZUNIGA	ADMINISTRATIVE SECRETARY	TITLE V - CHC	RESEARCH DATA SPECIALIST	TITLE CHANGE PER RECLASS	TITLE CHANGE PER RECLASS
TRACY	GRAY	ADMINISTRATIVE SECRETARY	TECHNOLOGY SERVICES - CHC	TECHNICAL SUPPORT ASSISTANT	RECLASS PER SBCC	PER SBCCD CURRENT RECLASSIFICATION
VEADA	BENJAMIN	ADMISSIONS & RECORDS COORDINATOR	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
STEVEN	SILVA	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS - SBVC	ADMISSIONS & RECORDS EVALUATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
KRISTIN	GARCIA-FLORES	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS - CHC	ADMISSIONS & RECORDS EVALUATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
JULIE	ULLOA	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS - SBVC	ADMISSIONS & RECORDS EVALUATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
REYNA	URIBE	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS - CHC	ADMISSIONS & RECORDS EVALUATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
SOPHIN	IM	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LINDA	MOLINA	ADMISSIONS & RECORDS EVALUATOR	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
STEVEN	RUSH	ADMISSIONS & RECORDS SPECIALIST	ADMISSIONS & RECORDS - CHC	ADMISSION & RECORDS SPECIALIST (50%); VETERANS SERVICES SPECIALIST (50%)	TITLE CHANGE	PERFORMS A&R SPECIALST DUTIES AND 50% OF TIME SPENT ON VRC DUTIES
MARIA	ROMO	ADMISSIONS & RECORDS SPECIALIST	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JASON	ALVAREZ	ADMISSIONS & RECORDS SPECIALIST	ADMISSIONS & RECORDS - SBVC	VETERANS SERVICES SPECIALIST	TITLE CHANGE	NEW TITLE PROPOSED TO UPDATE CURRENT RESPONSIBILITIES OF VRC DUTIES AND SPECIALIZED A/R FUNCTIONS

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
MELISSA	CARMELL	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - SBVC	ADMISSIONS & RECORDS TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
KATHRYN	JARAMILLO	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - SBVC	ADMISSIONS & RECORDS TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ALI	RAVENTOS	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - CHC	ADMISSIONS & RECORDS TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
RAQUEL	VILLA	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - SBVC	ADMISSIONS & RECORDS TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ANDREA	BOOKER-GUANES	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CECILIA	GALINDO	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RUBEN	LEYVA	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
FLOYD	SIMPSON	ADMISSIONS & RECORDS TECHNICIAN	ADMISSIONS & RECORDS - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOSHUA	FELLENZ	AQUATIC CENTER POOL ATTENDANT	MAINTENANCE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KATHRYN	FELLENZ	AQUATIC CENTER POOL ATTENDANT	MAINTENANCE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANA	BOJORQUEZ	ASSISTIVE TECHNOLOGY SPECIALIST	DSP&S - SBVC	ALTERNATE MEDIA/ASSISTIVE SPECIALIST	TITLE CHANGE	NEW TITLE TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
MICHAEL	SOLA	ATHLETIC TRAINER	ATHLETICS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARIA	DAVILA	BOOKSTORE ASSISTANT II	BOOKSTORE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARVELLEE	DIAZ	BOOKSTORE ASSISTANT II	BOOKSTORE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KAILA	WHEELER	BOOKSTORE ASSISTANT II	BOOKSTORE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
NOEL	ARCIERO	BOOKSTORE CUSTOMER SERVICE ASSISTANT	BOOKSTORE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CAROL	WINGSON	BOOKSTORE CUSTOMER SERVICE ASSISTANT	BOOKSTORE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CHARLIE	TAYLOR JR	BROADCAST OPERATOR	KVCR - DISTRICT	TECHNICAL ASSISTANT-KVCR	TITLE CHANGE	NEW TITLE PROPOSED TO UPDATE CURRENT RESPONSIBILITIES
SUSAN	RYCKEVIC	BUDGET ANALYST	FISCAL SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RICHARD	GARCIA	CDC FOOD SERVICE SPECIALIST	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROBYN	BLUE	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - CHC	CHILD DEVELOPMENT ASSISTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ANNIE	BRYDSON	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - CHC	CHILD DEVELOPMENT ASSISTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
SUSAN	BURDICK	CHILD DEVELOPMENT ASSISTANT	CHC CHILD DEV CENTER	CHILD DEVELOPMENT ASSISTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
AMY	GEISSINGER	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - CHC	CHILD DEVELOPMENT ASSISTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
VALERIE	RIVERA	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - CHC	CHILD DEVELOPMENT ASSISTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
PRISCILLA	ACOSTA	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
YESENIA	ARELLANO	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARGARET	COX	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
YOLANDA	HOLMON	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MELISSA	HUCKABY	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LENA	HUIZAR	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARTHA	MORALES	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
IDA	NEWMAN	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
GLORIA	PINON	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LUCIA	RAMIREZ JAZMIN	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MIRANDA MARIAH	RIOS	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
VANESSA	RODRIGUEZ-MIER	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
NANCY	SALAS	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BLANCA ROSA	TREACY-ABARCA	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SOPHIA	WILLIAMS	CHILD DEVELOPMENT ASSISTANT	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CHRISTINA	JOHLE	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - CHC	CHILD DEVELOPMENT TEACHER	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ROSA	BECK	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
AUDREY	DAVIS-BRACKINS	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CRYSTAL	FRONTINO	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RAQUEL	GARCIA	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ALISA	HOLTEGAARD	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ERICA	HRDLICKA	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
STEPHANIE	MCGEE	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SOPHIA	MCHINNTS	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JUANA	MORENO	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DORA	PENN	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BLANCA	PEREZ-PONCE	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DIANE	ROQUE	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
FRANCES	TORRES	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
NANCY	VASQUEZ	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JESSICA	ZAVALA	CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
ETHEL	EPPS	CLERICAL ASSISTANT I	SCIENCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BRITTNEY	HARRIS	CLERICAL ASSISTANT I	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JESSICA	MUNOZ	CLERICAL ASSISTANT I	HEALTH SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
J MANUEL	VILLEGAS	CLERICAL ASSISTANT I	FINANCIAL AID - CHC	OFFICE ASSISTANT I	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
DAVID	COSME	CLERICAL ASSISTANT II	FINANCIAL AID - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
PHYLIS	MITCHELL	CLERICAL ASSISTANT II	DISTRIBUTED EDUCATION - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BERNNAE	THOMURE	CLERICAL ASSISTANT II	DSP&S - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARIA	TORRES	CLERICAL ASSISTANT II	HUMAN RESOURCES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JEANETTE	FRAUSTO	CLERICAL ASSISTANT II	FINANCIAL AID - SBVC	OFFICE ASSISTANT II	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
CLAUDIA	HAYTON	CLERICAL ASSISTANT II	FINANCIAL AID - CHC	OFFICE ASSISTANT II	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
ANGELICA	ARECHAVALETTA	COLLEGE POLICE OFFICER	DISTRICT SBVC CHC	CAMPUS POLICE OFFICER I	TITLE CHANGE	ENTRY LEVEL POSITION IN SERIES & DEVELOPMENT OF CAREER LADDER
ISRAEL	MENDEZ	COLLEGE POLICE OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS POLICE OFFICER I	TITLE CHANGE	ENTRY LEVEL POSITION IN SERIES & DEVELOPMENT OF CAREER LADDER
JAMES	QUIGLEY	COLLEGE POLICE OFFICER	DISTRICT SBVC CHC	CAMPUS POLICE OFFICER I	TITLE CHANGE	ENTRY LEVEL POSITION IN SERIES & DEVELOPMENT OF CAREER LADDER
GINA	YAP-GONZALEZ	COLLEGE POLICE OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS POLICE OFFICER I	TITLE CHANGE	ENTRY LEVEL POSITION IN SERIES & DEVELOPMENT OF CAREER LADDER
PETER	ALI	COLLEGE POLICE OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS POLICE OFFICER II	TITLE CHANGE	ADVANCED LEVEL POSITION IN SERIES, FTO DUTIES & DEVELOPMENT OF CAREER LADDER
JOHN PAUL	CARLOS	COLLEGE POLICE OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS POLICE OFFICER II	TITLE CHANGE	ADVANCED LEVEL POSITION IN SERIES, FTO DUTIES & DEVELOPMENT OF CAREER LADDER

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
JOSE	PLASENCIA JR	COLLEGE POLICE OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS POLICE OFFICER II	TITLE CHANGE	ADVANCED LEVEL POSITION IN SERIES, FTO DUTIES & DEVELOPMENT OF CAREER LADDER
DANIEL	BAEZA	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS SAFETY OFFICER	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
DIONE	BORGES	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS SAFETY OFFICER	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
DEVYREE	CARRILLO	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS SAFETY OFFICER	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
THOMAS	COLE	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS SAFETY OFFICER	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
DARREN	MOORE	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	CAMPUS SAFETY OFFICER	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
NIKOLE	DE LA CRUZ	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SHARI	MC CURRY	COLLEGE SECURITY OFFICER	COLLEGE POLICE - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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GERARD	DE LEON	COMPUTER TECHNICIAN	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROSITA	MONCADA	COMPUTER TECHNICIAN	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
TRUONG	NGUYEN	COMPUTER TECHNICIAN	LEARNING RESOURCES CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
QUANG	PHAM	COMPUTER TECHNICIAN	LEARNING RESOURCES CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
VIRGINIA	DIGGLE	CONTRACT AND LIABILITY SPECIALIST	FISCAL SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ARMANDO	CAMARENA	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
ALBERT	GUTIERREZ	CUSTODIAN I	CUSTODIAL - SBVC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
VERN	HIGHTOWER	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
DANIEL	JOHNSON IV	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
RICHARD	LOPEZ	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
BEN	NGUYEN	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
AN DANG	QUACH	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
MARK	SANCHEZ	CUSTODIAN I	CUSTODIAL - CHC	CUSTODIAN	TITLE CHANGE	NO CUSTODIAN II LEVEL BEING CURRENTLY USED
VINCENT	ADAME	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ARMANDO	ALCALA	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JEREMIAH	ALMANZA	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MINERVA	CARRILLO	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DARRELL	FISHER	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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JASON	FLORES	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BENNY	GONZALES	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MOISES	GONZALEZ	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
AMBER	HERNANDEZ	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROBERT	HERNANDEZ	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOHNNY	KATES JR	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DAN	KELLY	CUSTODIAN I	FACILITIES PLANNING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
GLORIA	KRACHER	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LUISA	MARTINEZ-GUZMAN	CUSTODIAN I	FACILITIES PLANNING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
JERRY	MASON	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MATTHEW	MENA	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
IRENE	MULGADO	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JONATHAN	NAVA	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
REGINA	PINEDO	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
VANESSA	PINEDO	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RAQUEL	RIVERA	CUSTODIAN I	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
VICTORIA	RODRIGUEZ	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DOMITILO	VACA	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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LETICIA	VARGAS	CUSTODIAN I	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CORINA	BABER	DATA ANALYST	COMPUTING SERVICES - DISTRICT	DATA ANALYST	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
YVONNE	ROSE POWERS	DEVELOPMENT ASSOCIATE-KVCR	KVCR - DISTRICT	DEVELOPMENT COORDINATOR-KVCR	TITLE CHANGE	PER DISTRICT PERFORMING DUTIES CONSISTENT WITH COORDINATOR LEVEL CLASSIFICATION
CHERISHEA	COATS	DISTRIBUTED EDUCATION SYSTEM ASSISTANT	DISTRIBUTED EDUCATION - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
NATIVIDAD	RODRIGUEZ	EOPS COORDINATOR	EOP&S - CHC	EOPS COORDINATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
VERONICA	LEHMAN	FINANCIAL AID COORDINATOR	FINANCIAL AID - CHC	FINANCIAL AID COORDINATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MARIA	TRUJILLO	FINANCIAL AID COORDINATOR	FINANCIAL AID - SBVC	FINANCIAL AID COORDINATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
JUANA	SOUSA	FINANCIAL AID COORDINATOR	FINANCIAL AID - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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SAMUEL	TREJO	FINANCIAL AID COORDINATOR	FINANCIAL AID - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
FERMIN	RAMIREZ	FINANCIAL AID OUTREACH COORDINATOR	FINANCIAL AID - SBVC	FINANCIAL AID OUTREACH COORDINATOR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
CHRISTIN	MOORE	FINANCIAL AID SPECIALIST I	FINANCIAL AID - CHC	FINANCIAL AID SPECIALIST I	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ROCIO	DELGADO	FINANCIAL AID SPECIALIST II	FINANCIAL AID - SBVC	FINANCIAL AID SPECIALIST II	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
PATRICE	HOLLIS	FINANCIAL AID SPECIALIST II	FINANCIAL AID - SBVC	FINANCIAL AID SPECIALIST II	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MARIA	PEREZ-SANTANA	FINANCIAL AID SPECIALIST II	FINANCIAL AID - SBVC	FINANCIAL AID SPECIALIST II	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MARGARET	SOTO	FINANCIAL AID SPECIALIST II	FINANCIAL AID - SBVC	FINANCIAL AID SPECIALIST II	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
PATRICIA	BERRY	FINANCIAL AID SPECIALIST II	FINANCIAL AID - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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GABRIELA	PADILLA	FINANCIAL AID SPECIALIST II	FINANCIAL AID - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
REBECCA	DEAN	FOOD SERVICE SPECIALIST	CAFETERIA - SBVC	LEAD FOOD SERVICE WORKER	TITLE CHANGE	PERFORMING LEAD FOOD SERVICE WORKER DUTIES
VALERIE	ALEX-SCHIEL	FOOD SERVICE SPECIALIST	CAFETERIA - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LORENZA	ARTEAGA	FOOD SERVICE WORKER I	CAFETERIA - SBVC	FOOD SERVICE WORKER	TITLE CHANGE	NO FOOD SERVICE WORKER II LEVEL BEING USED
JESSICA	SOTELO	FOOD SERVICE WORKER I	CAFETERIA - SBVC	FOOD SERVICE WORKER	TITLE CHANGE	NO FOOD SERVICE WORKER II LEVEL BEING USED
MARIA	SANCHEZ	FOOD SERVICE WORKER I	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
NORMA	CAMPOS	GRANT CLERICAL ASSISTANT	VOCATIONAL EDUCATION - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DEBORAH	CASTRO	GRAPHICS SPECIALIST	PUBLICATIONS - DISTRICT	GRAPHICS SPECIALIST	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
GLORIA	PIGGOTT	GRAPHICS SPECIALIST	PUBLICATIONS - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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JOSE LUIS	ALVAREZ	GROUNDS CARETAKER	GROUNDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOHN	BOATMAN	GROUNDS CARETAKER	GROUNDS - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANTONIO	CARRILLO	GROUNDS CARETAKER	GROUNDS - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JAVIER	DAVILA	GROUNDS CARETAKER	GROUNDS - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ABE	FULGHAM III	GROUNDS CARETAKER	GROUNDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SAMUEL	HANNA	GROUNDS CARETAKER	GROUNDS - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DOROTHY	MORRIS	GROUNDS CARETAKER	GROUNDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CESAR	ROJAS	GROUNDS CARETAKER	GROUNDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ADAM	ANGULO	HVAC/R TECHNICIAN	MAINTENANCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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JOSE	OLMOS	HVAC/R TECHNICIAN	MAINTENANCE - CHC	SKILLED MAINTENANCE SPECIALIST	TITLE CHANGE	PERFORMING SPECIALIZED SKILLED HVAC & EMS DUTIES
CALEAB	LOSEE	INSTRUCTIONAL ASSESSMENT TECHNICIAN	READING - SBVC	INSTRUCTIONAL ASSESSMENT TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
JONATHAN	TOWNSEND	INSTRUCTIONAL ASSESSMENT TECHNICIAN	DSP&S - CHC	INSTRUCTIONAL ASSESSMENT TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
RHIANNON	LARES	INSTRUCTIONAL TECHNOLOGY SPECIALIST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LAURIE	SULLIVAN	INTERPRETING SERVICES SPECIALIST	DSP&S - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MONIQUE	WARE	JOB DEVELOPER	STUDENT CENTER - CHC	JOB DEVELOPER	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
PEGGY	WEBER II	JOB DEVELOPER	VOCATIONAL EDUCATION - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANITA	HERNANDEZ	JOB PLACEMENT & CAREER GUIDANCE SPECIALIST	CAREER CENTER/COOPERATIVE ED - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KENNETH	WILKERSON	LAB TECHNICIAN- AERONAUTICS	AERONAUTICS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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MARLENA	VALLEJO	LAB TECHNICIAN-ANATOMY & PHYSICS	ANATOMY/PHYSIOLOGY- SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROSEMARIE	HANSEN	LAB TECHNICIAN-ANATOMY & PHYSIOLOGY	ANATOMY/PHYSIOLOGY - CHC	LAB TECHNICIAN-ANATOMY & PHYSIOLOGY	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MICHAEL	BEDOYA	LAB TECHNICIAN-ART	ART - CHC	LAB TECHNICIAN - ART	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
RANCE	FREEMAN	LAB TECHNICIAN-ART	ART - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KAREN	MCCARTNEY	LAB TECHNICIAN-BIOLOGY	BIOLOGY - CHC	LAB TECHNICIAN-BIOLOGY	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
SARAH	MILLER	LAB TECHNICIAN-BIOLOGY	BIOLOGY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DAVID	STEVENSON	LAB TECHNICIAN-CHEMISTRY	CHEMISTRY - CHC	LAB TECHNICIAN-CHEMISTRY	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
CASSANDRA	THOMAS	LAB TECHNICIAN-CHEMISTRY	CHEMISTRY - SBVC	LAB TECHNICIAN-CHEMISTRY	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
COREY	JOHNSON	LAB TECHNICIAN-COMPUTER INFO TECHNOLOGY	COMPUTER & INFORMATION SCIENCE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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CHRISTINA	CAMARENA	LAB TECHNICIAN-CULINARY ARTS	CULINARY ARTS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANDRES	DOMINGUEZ	LAB TECHNICIAN-CULINARY ARTS	CULINARY ARTS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
TAMARA	SCHLINKERT	LAB TECHNICIAN-CULINARY ARTS	CULINARY ARTS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DAVID	ATEN	LAB TECHNICIAN-EMERGENCY MEDICAL	EMERGENCY MEDICAL SERVICES - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
HARRISON	HADSOCK	LAB TECHNICIAN-ENVIRONMENTAL SCIENCE	SCIENCE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RENEE	SANFORD	LAB TECHNICIAN-MICROBIOLOGY	BIOLOGY - CHC	LAB TECHNICIAN-MICROBIOLOGY	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
SARAH	YEARYEAN	LAB TECHNICIAN-MICROBIOLOGY	MICROBIOLOGY - SBVC	LAB TECHNICIAN-MICROBIOLOGY	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MICHAEL	EILANDER	LAB TECHNICIAN-PHYSICS	SCIENCE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
PATRICIA	JENKINS	LAB TECHNICIAN-PHYSICS	PHYSICS/ASTRONOMY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
RICHARD	BRYSON	LEAD CUSTODIAN	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KELLY	HOLT	LEAD CUSTODIAN	CUSTODIAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MELODIE	JOLLIE	LEAD CUSTODIAN	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JERRY	OHIGASHI	LEAD CUSTODIAN	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOSHUA	OROSCO	LEAD CUSTODIAN	CUSTODIAL - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RONALD	GORDIN	LEAD GROUNDS CARETAKER	GROUNDS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
PATRICK	KIRKHART	LEAD GROUNDS CARETAKER	GROUNDS - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JUDY	COLE	LEARNING RESOURCE ASSISTANT	LEARNING RESOURCES CENTER - CHC	TUTORIAL SERVICES ASSISTANT	TITLE CHANGE	CLARIFICATION OF POSITION ASSIGNMENT
ROSEMARY	BISHOP	LIBRARY MEDIA CLERK	LIBRARY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
DAWN	DONALDSON	LIBRARY MEDIA CLERK	LIBRARY - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CLAUDIA	HERRERA	LIBRARY MEDIA CLERK	LIBRARY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
TIMOTHY	HOSFORD	LIBRARY TECHNICAL ASSISTANT I	LIBRARY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ERNEST	GUILLEN	LIBRARY TECHNICAL ASSISTANT II	LIBRARY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JESSICA	MACIAS	LIBRARY TECHNICAL ASSISTANT II	LEARNING RESOURCES CENTER - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ZAYNE	PERAZA	LIBRARY TECHNICAL ASSISTANT II	LIBRARY - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
HEIDI	WALKER	MAIL CLERK	ADMINISTRATIVE SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MIGUEL	CHAURE	MAINTENANCE TECHNICIAN	MAINTENANCE - CHC	MAINTENANCE TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
JOE	MORENO	MAINTENANCE TECHNICIAN	MAINTENANCE - CHC	MAINTENANCE TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
OMAR	GARCIA	MAINTENANCE TECHNICIAN	MAINTENANCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KRISTOPHER	SHAFER	MAINTENANCE TECHNICIAN	MAINTENANCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOHN	VALDERRAMA	MAINTENANCE TECHNICIAN	MAINTENANCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JORGE	VIVAR	MAINTENANCE TECHNICIAN	MAINTENANCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KEVIN	GRISHOW	MAINTENANCE TECHNICIAN	MAINTENANCE - SBVC	MAINTENANCE TECHNICIAN	POSSIBLE CHANGE, EMPLOYEE STATES HE IS OVERSEEING & LEADING GROUNDS CREWS	NOT PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION CONSIDER LEAD
GENARO	VARGAS	MAINTENANCE WORKER	MAINTENANCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LILLIAN	WISEGARVER	MARKETING COORDINATOR	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JACQUELINE	MOORE	P.E. ATHLETIC EQUIP. SPECIALIST	ATHLETICS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARK	WALL	P.E. ATHLETIC EQUIP. SPECIALIST	ATHLETICS - SBVC	PHYSICAL EDUCATION/ATHLETIC EQUIPMENT SPECIALIST	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
NANCY	GREEN	PAYROLL ACCOUNTANT	PAYROLL - DISTRICT	PAYROLL ACCOUNTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ARLISS	MALONE	PAYROLL ACCOUNTANT	PAYROLL - DISTRICT	PAYROLL ACCOUNTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ZALINA	KAKUSKA	POLICE DISPATCH CLERK	COLLEGE POLICE - DISTRICT	POLICE RECORDS/EVIDENCE TECHNICIAN	TITLE CHANGE	PERFORMING DUTIES INCONSISTENT WITH CURRENT CLASSIFICATION, NEW DUTIES INCLUDE PROP/EVIDENCE, MAJORITY OF DISPATCHING FUNCTIONS NOW PERFORMED OUTSIDE DISTRICT
CARMEN	SANCHEZ	PRINTER/REPRODUCTION OPERATOR	PUBLICATIONS - DISTRICT	PRINTING SERVICES TECHNICIAN	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
DENNIS	WINTERS	PRINTING OPERATIONS SPECIALIST	PUBLICATIONS - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KEVIN	SUTTON	PRINTING OPERATIONS SPECIALIST	PUBLICATIONS - DISTRICT	PRINTING SERVICES SPECIALIST	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
FRANCISCO	BLANQUET	PRODUCER/DIRECTOR-TV	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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TIMOTHY	STYLE	PRODUCER/DIRECTOR-TV	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DAVID	FLEMING	PRODUCER-RADIO	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
RICHARD	DULOCK	PROGRAM MANAGER-KVCR	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CHERYL	ALEXANDER	PROGRAM MANAGER-KVCR	KVCR - DISTRICT	PROGRAM MANAGER-KVCR	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
BENJAMIN	HOLLAND	PROGRAM MANAGER-KVCR	KVCR - DISTRICT	SENIOR PROGRAM MANAGER-KVCR	TITLE CHANGE	PERFORMING JOURNEY-LEVEL SENIOR PROGRAM MANAGER DUTIES
JOAN	MEADOWS	PROJECT ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BARBARA	NICHOLS	PROJECT ANALYST	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARTHA	CAMACHO-KELLY	PURCHASING AGENT	PURCHASING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANGELA	DAVIS	PURCHASING TECHNICIAN	PURCHASING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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AUGUSTINE	PEREZ	PURCHASING TECHNICIAN	PURCHASING - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CHRISTOPHER	CREW	RESEARCH ANALYST	COMPUTING SERVICES - DISTRICT	SENIOR RESEARCH ANALYST	TITLE CHANGE	PERFORMING DUTIES CONSISTENT WITH SENIOR JOURNEY LEVEL CLASSIFICATION
KRISTINA	HEILGEIST	SCHEDULE/CATALOG DATA SPECIALIST	STUDENT SERVICES - CHC	ADMISSIONS & RECORDS PROJECTS/COMPLIANCE COORDINATOR	TITLE CHANGE	PERFORMING DUTIES OUTSIDE OF CURRENT CLASSIFICATION
MIRIAM	SAADEH	SCHEDULE/CATALOG DATA SPECIALIST	INSTRUCTION -CHC	SCHEDULE/CATALOG DATA SPECIALIST	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ANGELA	GROTKE	SECRETARY I	SOCIAL SCIENCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
BRANDON	HELLER	SECRETARY I	STAR PROGRAM - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ALYSSA	TAYLOR	SECRETARY I	INSTRUCTION -CHC	PROGRAM SUPPORT SPECIALIST I	TITLE CHANGE	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS
ANDREW	GEBARA	SECRETARY I	FIRE TECHNOLOGY - CHC	SECRETARY II	RECLASS PER SBCCD	RECLASS PER SBCCD

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CHRISTINA	SWEETING	SECRETARY II	HEALTH SERVICES - CHC	ADMINISTRATIVE SECRETARY	TITLE CHANGE PER RECLASS	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS
MICHELLE	COLE	SECRETARY II	STUDENT CENTER - CHC	ADMINISTRATIVE SECRETARY- NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
REBECCA	ABEYTA	SECRETARY II	COUNSELING - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
LUPITA	AGUILAR	SECRETARY II	INSTRUCTION - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROBYN	BENDER	SECRETARY II	SCIENCE - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
EUNICE	CAIRNS	SECRETARY II	HEALTH SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
PAIGE	DULAY	SECRETARY II	RESPIRATORY THERAPY - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KATHERINE	FONSECA	SECRETARY II	EOP&S - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARIA	GONZALEZ	SECRETARY II	TRANSFER CENTER/ MATRICULATION -SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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RAINA	OKRAY	SECRETARY II	COUNSELING - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KRISTA	ORNELAS-MORA	SECRETARY II	FINANCIAL AID - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARITZA	PORTILLO	SECRETARY II	STUDENT ACTIVITIES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
GEORGE	ROJAS	SECRETARY II	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
STACY	SYSAWANG	SECRETARY II	PROFESSIONAL DEVELOPMENT CTR.	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARY	VALDEMAR	SECRETARY II	LIBRARY - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
AMELIA	GONZALES	SECRETARY II	ADMINISTRATIVE OF JUSTICE - SBVC	PROGRAM SUPPORT SPECIALIST II	TITLE CHANGE	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS
NAOMI	LARA	SECRETARY II	EMERGENCY MEDICAL SERVICES - CHC	PROGRAM SUPPORT SPECIALIST II	TITLE CHANGE	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS

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EMILY	MCNICHOLS	SECRETARY II	HUMANITIES - SBVC	PROGRAM SUPPORT SPECIALIST II	TITLE CHANGE	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS
REBECCA	POMPA	SECRETARY II	ADMINISTRATIVE SERVICES - CHC	PROGRAM SUPPORT SPECIALIST II	TITLE CHANGE	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS
BONNIE	RODRIGUEZ CRUZ	SECRETARY II	CAREER CENTER/COOPERATIVE ED - SBVC	PROGRAM SUPPORT SPECIALIST II	TITLE CHANGE	NEW TITLE TO REFLECT PROGRAM SUPPORT DUTIES & UP-TO-DATE INDUSTRY TITLING STANDARDS
YENDIS	BATTLE	SENIOR ACCOUNTANT	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
NOEMI	ELIZALDE	SENIOR ACCOUNTANT	FISCAL SERVICES - DISTRICT	SENIOR ACCOUNTANT	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
SANDY	KARGE	SENIOR CHILD DEVELOPMENT TEACHER	CHILD DEVELOPMENT CENTER - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KENNETH	VINCENT	SENIOR PRODUCER-RADIO	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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JOYCE	BOND	SENIOR PROGRAMMER ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MICHAEL	AQUINO	SENIOR PROGRAMMER/ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOE CHUN YING	HO	SENIOR PROGRAMMER/ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DIANNA	JONES	SENIOR PROGRAMMER/ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MIKE	TRAN	SENIOR PROGRAMMER/ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ARTOUR	ASLANIAN	SENIOR RESEARCH & PLANNING ANALYST	RESEARCH AND PLANNING - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CHRISTIE	GABRIEL	SENIOR RESEARCH ANALYST	RESEARCH & PLANNING - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
EVA MARIE	BELL	SENIOR STUDENT SERVICES TECHNICIAN	COUNSELING - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROSEMARY	CHAVEZ	SENIOR STUDENT SERVICES TECHNICIAN	EOP&S - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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MICHELLE	CROCFER	SENIOR STUDENT SERVICES TECHNICIAN	DSP&S - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ARLEEN	DELGADO	SENIOR STUDENT SERVICES TECHNICIAN	ASSESSMENT/MATRICULATION - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
TREESA	SABATO	SENIOR STUDENT SERVICES TECHNICIAN	EOP&S - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
FRANCES	SOUTHERLAND	SENIOR STUDENT SERVICES TECHNICIAN	COUNSELING - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
REBECCA	ORTA	SENIOR STUDENT SERVICES TECHNICIAN	COUNSELING - CHC	SENIOR STUDENT SERVICES TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
HERBERTH	JACO	SENIOR STUDENT SERVICES TECHNICIAN	COUNSELING - CHC	SENIOR STUDENT SERVICES TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
BRANDICE	MELLO	SENIOR STUDENT SERVICES TECHNICIAN	COUNSELING - CHC	SENIOR STUDENT SERVICES TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MARK	BYRD	SENIOR TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DENNIS	CARMICHAEL	SENIOR TECHNOLOGY SUPPORT SPECIALIST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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ALAN	OSHIRO	SENIOR TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
OSMAN	PARADA	SENIOR TECHNOLOGY SUPPORT SPECIALIST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ROGER	ROBLES	SENIOR TECHNOLOGY SUPPORT SPECIALIST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
GABRIEL	ROSELI	SENIOR TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANTHONY	WHITE	SENIOR TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - CHC	SENIOR TECHNOLOGY SUPPORT SPECIALIST	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
WILLIAM	NORRIS	SPORTS INFORMATION SPECIALIST	ATHLETICS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CINDY	HUERTA	SSSP COORDINATOR	COUNSELING - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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THANG	NGUYEN	SSSP COORDINATOR	TRANSFER CENTER/ MATRICULATION -SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
OSCAR	RODRIGUEZ	SSSP COORDINATOR	STUDENT SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JUSTINE	PLEMONS	STUDENT ACTIVITIES & CAMPUS CENTER SPECIALIST	STUDENT ACTIVITIES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MARINA	SERNA PULIDO	STUDENT SERVICES TECHNICIAN I	STUDENT SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MAITA JENIEVE	DAWANG	STUDENT SERVICES TECHNICIAN I	EOP&S - CHC	STUDENT SERVICES TECHNICIAN I	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MAUREEN	RYAN	STUDENT SERVICES TECHNICIAN I	PHYSICAL EDUCATION INSTRUCTION - SBVC	STUDENT SERVICES TECHNICIAN I	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
MURIEL	ARMSTEAD- MOORE	STUDENT SERVICES TECHNICIAN II	CALWORKS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MICAH	ESCAMILLA	STUDENT SERVICES TECHNICIAN II	TECHNICAL TRAINING - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ALLYSON	HELLAND	STUDENT SERVICES TECHNICIAN II	STUDENT SERVICES - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CARRITA	MORALES	STUDENT SERVICES TECHNICIAN II	STUDENT SERVICES - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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ROSEMARY	RIVERA-REZA	STUDENT SERVICES TECHNICIAN II	STUDENT SERVICES - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JAMIE	SIERRA	STUDENT SERVICES TECHNICIAN II	DSP&S - CHC	STUDENT SERVICES TECHNICIAN II	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
PATRICIA	VALENZUELA	STUDENT SERVICES TECHNICIAN II	CAREER CENTER/COOPERATIVE ED - SBVC	STUDENT SERVICES TECHNICIAN II	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
ANQUANETTA	MAY	SWITCHBOARD OPERATOR	ADMINISTRATIVE SERVICES - CHC	CAMPUS RECEPTIONIST	TITLE CHANGE	TITLE CHANGED TO REFLECT UP-TO-DATE INDUSTRY TITLING STANDARDS
DYANN	WALTER	SYSTEM ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
YVETTE	TRAM	SYSTEMS ANALYST	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ARLENE	MCGOWAN	SYSTEMS ANALYST	COMPUTING SERVICES - DISTRICT	SYSTEMS ANALYST	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
KAREN	MOTTL	TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
CHARLIE	RAHN	TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
SHANE	VELONI	TECHNOLOGY SUPPORT SPECIALIST	AUDIO-VISUAL - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JOHN	FEIST	TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - SBVC	TECHNOLOGY SUPPORT SPECIALIST II	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

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UVALDO	SIFUENTES	TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - SBVC	TECHNOLOGY SUPPORT SPECIALIST II	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
NATHANIAL	YEARYEAN	TECHNOLOGY SUPPORT SPECIALIST	TECHNOLOGY SERVICES - SBVC	TECHNOLOGY SUPPORT SPECIALIST II	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MANUEL	ROSALES JR	TECHNOLOGY SUPPORT SPECIALIST I	TECHNOLOGY SERVICES - SBVC	TECHNOLOGY SUPPORT SPECIALIST II	RECLASSED PER SBCCD	RECLASSED PER SBCCD
JONATHAN	FLAA	TECHNOLOGY SUPPORT SPECIALIST I	TECHNOLOGY SERVICES - SBVC	TECHNOLOGY SUPPORT SPECIALIST II	RECLASSED PER SBCCD	RECLASSED PER SBCCD
CEDRICK	WRENN	TECHNOLOGY SUPPORT SPECIALIST I	TECHNOLOGY SERVICES - SBVC	TECHNOLOGY SUPPORT SPECIALIST II	RECLASSED PER SBCCD	RECLASSED PER SBCCD
KEVIN	LIMOGES	TELECOMMUNICATION SPECIALIST	COMPUTING SERVICES - DISTRICT	TELECOMMUNICATIONS/VOIP SPECIALIST	TITLE CHANGE	NEW TITLE PROPOSED TO UPDATE CURRENT VOIP RESPONSIBILITIES
DON	FERTITTA	TELECOMMUNICATIONS ENGINEER	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JAMES	HARRIS II	TELECOMMUNICATIONS SPECIALIST	COMPUTING SERVICES - DISTRICT	TELECOMMUNICATIONS/VOIP SPECIALIST	TITLE CHANGE	NEW TITLE PROPOSED TO UPDATE CURRENT VOIP RESPONSIBILITIES
ROBERT	RIENSTRA	TELECOMMUNICATIONS TECHNICIAN	KVCR - DISTRICT	TELECOMMUNICATIONS TECHNICIAN	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
RYAN	BETHKE	THEATER TECHNICIAN	THEATER ARTS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
MICHAEL	GONZALES	THEATER TECHNICIAN	THEATER ARTS - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KEVIN	PALKKI	THEATER TECHNICIAN	THEATRE ARTS - CHC	SENIOR THEATRE ARTS TECHNICAL SPECIALIST	TITLE CHANGE	PER SBCCD CURRENT RECLASSIFICATION
MOSES	GONZALEZ	TOOL ROOM SPECIALIST	TOOL ROOM - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE

FIRST NAME	LAST NAME	PRESENT CLASSIFICATION	DEPARTMENT	PROPOSED CLASSIFICATION	TITLE CHANGE	RATIONALE
DIANNA	HOPPER	TOOL ROOM SPECIALIST	TOOL ROOM - SBVC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
YESICA	ALATORRE	TRAFFIC COORDINATOR	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JESSICA	GREENWELL	TRAFFIC COORDINATOR	KVCR - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
ANDREA	CALDERA	TUTORIAL COORDINATOR	TUTORING CENTER - SBVC	TUTORIAL SERVICES COORDINATOR	TITLE CHANGE	ADDITION OF SERVICES TO TITLE
KAREN	PETERSON	TUTORIAL COORDINATOR	LEARNING RESOURCES CENTER - CHC	TUTORIAL SERVICES COORDINATOR	TITLE CHANGE	ADDITION OF SERVICES TO TITLE
ROBERT	SCUDDER	USER LIAISON	COMPUTING SERVICES - DISTRICT	USER LIAISON	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION
EDWARD	CHAVEZ	WAREHOUSE TECHNICIAN	WAREHOUSE - CHC	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
DAMON	SMITH	WAREHOUSE TECHNICIAN	FISCAL SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
JASON	BRADY	WEB DEVELOPER	COMPUTING SERVICES - DISTRICT	NO QUESTIONNAIRE	TBD PER SBCCD	NO PDQ DATA TO SUGGEST CHANGE
KRISTI	SIMONSON	WEB DEVELOPER	TITLE V - CHC	WEB DEVELOPER	NO CHANGE	PERFORMING DUTIES CONSISTENT WITH CURRENT CLASSIFICATION

Exhibit B: Proposed Classifications

PROPOSED CLASSIFICATION
ACCOUNT ASSISTANT I
ACCOUNT ASSISTANT II
ACCOUNTANT
ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
ADMINISTRATIVE COORDINATOR
ADMINISTRATIVE SECRETARY
ADMISSIONS & RECORDS COORDINATOR
ADMISSIONS & RECORDS EVALUATOR
ADMISSIONS & RECORDS PROJECTS/COMPLIANCE COORDINATOR
ADMISSIONS & RECORDS TECHNICIAN
ALTERNATE MEDIA/ASSISTIVE SPECIALIST
ALTERNATIVE MEDIA/ASSISTIVE TECHNOLOGY TECHNICIAN
AQUATIC CENTER POOL ATTENDANT
ATHLETIC TRAINER
BOOKSTORE ASSISTANT II
BOOKSTORE CUSTOMER SERVICE ASSISTANT
BUDGET ANALYST
CAMPUS POLICE OFFICER I
CAMPUS POLICE OFFICER II
CAMPUS RECEPTIONIST
CAMPUS SAFETY OFFICER
CDC FOOD SERVICE SPECIALIST
CHILD DEVELOPMENT ASSISTANT
CHILD DEVELOPMENT TEACHER
COMPUTER TECHNICIAN
CONTRACT AND LIABILITY SPECIALIST
CURRICULUM COORDINATOR-INSTRUCTIONAL SERVICES
CUSTODIAN
DATA ANALYST
DEVELOPMENT COORDINATOR-KVCR
DISTRIBUTED EDUCATION SYSTEM ASSISTANT
EOPS COORDINATOR
FINANCIAL AID COORDINATOR
FINANCIAL AID OUTREACH COORDINATOR
FINANCIAL AID SPECIALIST I
FINANCIAL AID SPECIALIST II

PROPOSED CLASSIFICATION
FOOD SERVICE WORKER
GRANT CLERICAL ASSISTANT
GRAPHICS SPECIALIST
GROUNDS MAINTENANCE WORKER
INSTRUCTIONAL ASSESSMENT TECHNICIAN
INSTRUCTIONAL TECHNOLOGY SPECIALIST
INTERPRETING SERVICES SPECIALIST
JOB DEVELOPER
JOB PLACEMENT/CAREER CENTER SPECIALIST
LAB TECHNICIAN-AERONAUTICS
LAB TECHNICIAN-ANATOMY & PHYSIOLOGY
LAB TECHNICIAN-ART
LAB TECHNICIAN-BIOLOGY
LAB TECHNICIAN-CHEMISTRY
LAB TECHNICIAN-COMPUTER INFORMATION TECHNOLOGY
LAB TECHNICIAN-CULINARY ARTS
LAB TECHNICIAN-EMERGENCY MEDICAL
LAB TECHNICIAN-ENVIRONMENTAL
LAB TECHNICIAN-MICROBIOLOGY
LAB TECHNICIAN-PHYSICS
LEAD CUSTODIAN
LEAD FOOD SERVICE WORKER
LEAD GROUNDS MAINTENANCE WORKER
LIBRARY MEDIA CLERK
LIBRARY TECHNICAL ASSISTANT I
LIBRARY TECHNICAL ASSISTANT II
MAIL CLERK
MAINTENANCE TECHNICIAN
MAINTENANCE WORKER
MARKETING COORDINATOR
OFFICE ASSISTANT I
OFFICE ASSISTANT II
PAYROLL ACCOUNTANT
PHYSICAL EDUCATION/ ATHLETIC EQUIPMENT SPECIALIST
POLICE RECORDS/EVIDENCE TECHNICIAN
PRINTING SERVICES SPECIALIST
PRINTING SERVICES TECHNICIAN
PRODUCER/DIRECTOR-TV

PROPOSED CLASSIFICATION
PRODUCER-RADIO
PROGRAM MANAGER-KVCR
PROGRAM SUPPORT SPECIALIST I
PROGRAM SUPPORT SPECIALIST II
PROJECT ANALYST
PURCHASING AGENT
PURCHASING TECHNICIAN
RESEARCH ASSISTANT
RESEARCH ANALYST
SCHEDULE/CATALOG DATA SPECIALIST
SENIOR ACCOUNTANT
SENIOR CHILD DEVELOPMENT TEACHER
SENIOR PRODUCER-RADIO
SENIOR PROGRAM MANAGER-KVCR
SENIOR PROGRAMMER ANALYST
SENIOR RESEARCH & PLANNING ANALYST
SENIOR STUDENT SERVICES TECHNICIAN
SENIOR TECHNOLOGY SUPPORT SPECIALIST
SENIOR THEATRE ARTS TECHNICAL SPECIALIST
SKILLED MAINTENANCE SPECIALIST
SPORTS INFORMATION SPECIALIST
SSSP COORDINATOR
STUDENT ACTIVITIES & CAMPUS CENTER SPECIALIST
STUDENT SERVICES TECHNICIAN I
STUDENT SERVICES TECHNICIAN II
SYSTEMS ANALYST
TECHNICAL SUPPORT ASSISTANT
TECHNICAL ASSISTANT-KVCR
TECHNOLOGY SUPPORT SPECIALIST I
TECHNOLOGY SUPPORT SPECIALIST II
TELECOMMUNICATIONS ENGINEER
TELECOMMUNICATIONS SPECIALIST
TELECOMMUNICATIONS TECHNICIAN
TELECOMMUNICATIONS/VOIP SPECIALIST
TOOL ROOM SPECIALIST
TRAFFIC COORDINATOR-TV
TUTORIAL SERVICES ASSISTANT
TUTORIAL SERVICES COORDINATOR

PROPOSED CLASSIFICATION
USER LIAISON
VETERANS SERVICES SPECIALIST
WAREHOUSE TECHNICIAN
WEB DEVELOPER

Exhibit C: Classification Specifications

Due to the large file size, Exhibit C has been uploaded to the OneDrive site.

Exhibit D: Position Description Questionnaire (PDQ)

Position Description Questionnaire (PDQ) Instructions

Purpose

The position description questionnaire (PDQ) is designed to obtain information about jobs within the organization for classification purposes only.

The goal of the PDQ is to capture a **current** and **accurate** picture of the work being performed within a specific position. The information collected will be used to update classifications as necessary and make recommendations to management. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

Process

1. Employee completes the PDQ and emails to immediate Supervisor and kzaragoza@sbccd.cc.ca.us by Tuesday, April 2, 2019.
2. Supervisor/Manager reviews employee's PDQ and completes Supervisor/Management Statement and also check the appropriate boxes for 1A: Duties (needed at entry) on pages (2-3) and check the appropriate boxes for 2A: Knowledge and 2B: Abilities (needed at entry) column on page on page (5).
3. Supervisor/Manager sends to Human Resources Department Karla Zaragoza at kzaragoza@sbccd.cc.ca.us by Tuesday, April 9, 2019.
4. SBCCD Human Resources staff sends all PDQs and attachments to CPS HR.

Employee

There are response boxes at the end of each section where you may write in new or additional duties/tasks/functions, explain changes or corrections that need should be made, and provide any other feedback to be considered during the review process. Leave these sections blank if you do not have any additions.

When completing the PDQ, you may use your existing job description for reference:
http://www.sbccd.org/Human_Resources-Jobs/Job_Descriptions/Classified

EMPLOYEE INFORMATION

Name*	Work Phone Number:
<input type="text"/>	<input type="text"/>
Work Location:	Work E-mail Address:
<input type="text"/>	<input type="text"/>
Current Classification Title:	Length of Time in Current Position:
<input type="text"/>	<input type="text"/>
Supervisor's Name:	Supervisor's Classification Title:
<input type="text"/>	<input type="text"/>

March 6, 2019

SECTION 1: REPRESENTATIVE JOB DUTIES

List the representative job duties of your classification and a brief summary of the main purpose of your job.

As you provide a description of your duties, please use terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as “assists”, “handles”, “keeps”, or “prepares”, unless you describe how you assist, what you prepare, etc. Be specific. Please use terms that anyone reviewing this form will be able to understand.

In addition to writing the representative job duties, please rate each on frequency, importance, % of time spent on the task, where does work come from, and work with whom to complete.

Representative Job Duty Rating

- **Frequency:** How frequently do you perform this task?
 - **Never.** I do not perform this task in my job.
 - **Infrequently.** I perform this task no more than once a month.
 - **Somewhat frequently.** I perform this task no more than once a week.
 - **Frequently.** I perform this task several times a week, but no more than once a day.
 - **Very frequently.** I perform this task several times each day.

- **Importance:** How important is this task for successfully performing your job?
 - **Not important.** This task is not important to my job. Failure to successfully perform this task typically has no consequence.
 - **Minor importance.** This task is of minor importance to my job. Failure to successfully perform this task has little or no consequence.
 - **Important.** This task is important to my job. Failure to successfully perform this task has some negative consequences.
 - **Critical.** This task is one of the most essential tasks of my job. Failure to successfully perform this task has significant negative consequences.

- **% of Time Spent on Task:** Provide the approximate percent of time spent on each essential function. The total of all percentages should equal 100%. If the total percent of time spent on tasks totals more than 100% due to overlap in duties, please explain in the “additional comments” box.

- **Needed at Entry (supervisor only):** Is it necessary to know how to perform this task upon entry into this job?
 - **No** = Success in this job does not require proficiency in this task prior to entry. Job demands allow a newly hired person to acquire task proficiency through training or experience on the job.
 - **Yes** = Success in this job requires experience performing this task prior to entry. Job demands require task proficiency soon after hire (for example, in the first week or so) and there is no opportunity to learn to perform this task through training or experience on the job.

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#	1A: Representative Job Duties	Frequency	Importance	% of time Spent on Task	Where Does Work Come From?	Work with Whom to Complete?	Needed at Entry (Supervisor Only)
1		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
2		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
3		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
4		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
5		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
6		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
7		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No

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#	1A: Representative Job Duties	Frequency	Importance	% of time Spent on Task	Where Does Work Come From?	Work with Whom to Complete?	Needed at Entry (Supervisor Only)
8		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
9		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No
10		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical				<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide any additional comments for review regarding **representative job duties**.

Please provide a **brief summary** of the main purpose of your job. (1-2 sentences)

What is the total amount and type/name of any budget or funds for which you have direct accountability for?

Please mark an "X" in any box that applies to your responsibility level for the budget.

Monitoring	<input type="checkbox"/>	Development	<input type="checkbox"/>	Recommend Purchases	<input type="checkbox"/>	Authorize Expenditures	<input type="checkbox"/>
------------	--------------------------	-------------	--------------------------	---------------------	--------------------------	------------------------	--------------------------

SECTION 2: QUALIFICATIONS: KNOWLEDGE/ABILITIES

Knowledge and Abilities (KAs) are defined as:

- **Knowledge:** A body of information that an individual must know to perform an activity; understanding gained through experience or education. (Examples: Knowledge of College District Rules and Regulations, and Knowledge of programming language/protocols)
- **Ability:** The potential to apply a knowledge or skill to a given situation; abilities usually involves cognitive processing. (Examples: mathematical ability, ability to orally communication, writing ability, and ability to read blueprints)

Briefly and accurately report the KAs needed to perform this position. After reading the KAs, rate each statement on the following:

- **Importance:** How important is this KA for successfully performing your job?
 - **Not important.** This KA is not important to successful performance.
 - **Minor importance.** This KA is of minor Importance to successful job performance.
 - **Important.** This KA is important for successful performance.
 - **Critical.** This KA is essential to the job and is critically important to successful performance.
- **Needed at Entry (supervisor only):** Is this KA needed upon entry into this job? In other words, must an individual be competent in a particular area before entering the job, or is an individual expected to gain competence through training or experience on the job.
 - **No** = Successful job performance does not require proficiency in this KA prior to entry. Competence in this area must be developed over time through training or experience on the job.
 - **Yes** = Successful job performance requires this KA prior to entry. Competence in this area is difficult to acquire, and job demands require this KA soon after hire (for example, in the first week or so).

#	2A: Knowledge	Importance		Needed at Entry (Supervisor Only)
1		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
2		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
3		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
4		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
5		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No

#	2B: Ability	Importance		Needed at Entry (Supervisor Only)
1		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
2		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
3		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
4		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No
5		<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp.	<input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No

6B: MINIMUM QUALIFICATIONS

Education

Check the education that is minimally required to perform the job:

- | | |
|--|--|
| <input type="checkbox"/> Less than High School | <input type="checkbox"/> Bachelor's Degree (Undergraduate) |
| <input type="checkbox"/> High School Diploma or Equivalent (GED) | <input type="checkbox"/> Graduate Degree |
| <input type="checkbox"/> Technical School | <input type="checkbox"/> Other Degree |
| <input type="checkbox"/> Associate Degree | |

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Describe any specific education required to perform the job. (For example, what type of background would you expect a successful job applicant to have?)

Experience

Check the minimum number of years of experience that is needed to proficiently perform the job:

- No experience needed
 6 months or less
 1 year
 2-4 years
 5 years +
 Other (enter length of time and specify months/year) _____

Describe any specific work experience required to perform the job. Also, list any desirable experience. (For example, what type of background would you expect a successful job applicant to have?)

Licenses & Certifications

1. Does the job require a Driver's License? YES NO If yes, specify type: _____

2. Please list any other licenses or certificates required by law or your employer to perform your job.

#	License or Certificate	Required by:	
		Law	Employer
1		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>

2C: Equipment Used

List electronic equipment, software, machines, tools, instruments, equipment, protective or vehicles used in performing the essential duties of the job.

#	Equipment	#	Equipment
1		4	
2		5	
3		6	

SECTION 3: SUPERVISION/DIRECTION

3A: Supervision/Direction Received

1. Please select **one** of the following that best describes the type and amount of supervision that the position receives (even if already describe above).

- Supervisor frequently checks job activities.
- Works alone on routine or regular work assignments and checks with supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.
- Receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans and/or determines specific procedures or equipment required to meet assigned objectives and solves non-routine problems. Refers only unusual matters to supervisor.
- Works from broad policies and towards general objectives. Refers specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.
- Works from general directives or broadly defined missions of the organization.

2. From whom are work assignments received?

#	Work Assignment(s)	Assigned By	Title
1			
2			
3			

3B: Supervision/Direction Given

1. Does the position directly supervise employees? YES NO

Indicate the total number of employees supervised directly ____ OR indirectly ____.

2. Does position perform "Lead" duties? YES NO **If "NO", skip to Section 5**

(Lead duties generally include providing work direction and/or ongoing guidance to staff; assigning and monitoring work; and assisting in providing information to the supervisor in areas such as employee selection and coverage schedules. Lead workers are not responsible for hiring/firing, corrective action, or preparing performance evaluations though they may provide input for the evaluations.)

3. List the employees directly supervised (include name, classification, and status). If position supervises more than ten employees, list only the job titles and number of people supervised:

Abbreviations:

- FTE = Full-time/Part-Time Permanent Employee
- PTE = Student Workers, Short-Terms, Professional Experts
- TEMP = External Temporary or Contracted Employee (ie. Independent contractors)

#	Job Title	Name(s)	# FTE	# PTE / TEMP
1				
2				
3				
4				
5				

3B: What type of supervision/lead is provided? Please select all of the supervisory/lead duties performed, the level of authority, and indicate whether the activity is performed for employees, non-employees (e.g. vendors), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee (EE or NE)
Train others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hire employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee (EE or NE)
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor work of others on specific projects or on a daily basis (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approve overtime and/or leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluate performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take corrective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolve complaints and/or grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 4: Physical Requirements, Working Environment & Hazards (ADA)

Please review the definitions and check box that indicates how often you perform each physical requirement listed.

Frequency: This factor considers the frequency in which the physical requirements are performed as part of the essential functions of the job.

- Rarely:** once or twice, or never
- Seldom:** quarterly to yearly basis
- Occasionally:** monthly/bi-monthly basis

- Frequently:** weekly basis
- A few times per day:** 1-4 times per day
- Several times per day:** 5+ times per day

4A: Physical Requirements/Frequency

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Activity	Rarely	Seldom	Occasional	Frequently	Few Times/Day	Several Times/Day
CLIMBING: Ascends or descends ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STOOPING: Bends body downward and forward by bending spine at waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING: Bends legs at knee; comes to rest on a knee or knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CROUCH: Bends body downward and forward by bending leg and spine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRAWLING: Moves about on hands and knees or hands and feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REACHING: Extends hand(s) and arm(s) in any direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDING: Stands for long periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALKING: Moves about on feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: Sits for extended periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING: Uses upper extremities to press against something with steady force to thrust object forward, downward or outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PULLING: Uses upper extremities to exert force to draw, drag, haul or tug objects in a sustained motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING: Raising objects from a lower to a higher position and moving objects horizontally from position-to-position. Please indicate amount of weight below: Up to 10 pounds <input type="checkbox"/> 11 to 25 pounds <input type="checkbox"/> 26 to 50 pounds <input type="checkbox"/> 51 to 75 pounds <input type="checkbox"/> 76 to 100 pounds <input type="checkbox"/> Over 100 pounds <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGER DEXTERITY: Picks, pinches, types, or otherwise primarily works with fingers rather than the whole hand or arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Activity	Rarely	Seldom	Occasional	Frequently	Few Times/Day	Several Times/Day
GRASPING: Applies pressure to an object with the fingers and palm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEELING: Perceives attributes of objects, such as size, shape, temperature, texture, by touching with skin, particularly that of fingertips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TALKING: Expresses or exchanges ideas by means of the spoken word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEARING: Receives detailed information through oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEEING: Ability to perceive the nature of objects by the eye as part of visual requirements performed as part of the essential job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING: Maintains body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (Exceeds that needed for ordinary locomotion and maintenance of body equilibrium)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4B: Working Environment: What is the work environment or location in which you perform your duties? Please mark an "X" for the working conditions associated with this classification.

Primarily Office	<input type="checkbox"/>	Primarily Indoor	<input type="checkbox"/>	Primarily Outdoor	<input type="checkbox"/>
Indoor/Outdoor Split	<input type="checkbox"/>	Driving a Vehicle for Work	<input type="checkbox"/>	Adverse or Seasonal Weather	<input type="checkbox"/>
Constant Interruptions	<input type="checkbox"/>	Noise (Equipment Operation)	<input type="checkbox"/>	Fumes/Dust/Odors	<input type="checkbox"/>
Evening/Variable Hours	<input type="checkbox"/>	Remain On-Call	<input type="checkbox"/>		<input type="checkbox"/>
Other/Comments:					

4C: Hazards: Please list hazardous or unpleasant working conditions in your job

Hazards	Conditions under which hazard exists	Frequency
Chemicals		

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Working around and with machinery having moving parts		
Working at heights		
Dissatisfied or hostile individuals		
Extreme weather conditions		
Blood/Bodily Fluids		
Other		

SECTION 5: EMPLOYEE STATEMENT

EMPLOYEE'S STATEMENT

If there are other aspects of your job not covered in this questionnaire that are important in understanding your job content, please describe below. You may also attach additional information or pages if needed. This includes any previous PDQs or job-related documents.

- By checking this box, I confirm that I consent to participating in the interview/focus group process if requested.
 By checking this box, I certify that I am the individual named below who has completed this questionnaire.

Printed Name:

Date:

**Please send to your immediate Supervisor
and HR (kzaragoza@sbccd.cc.ca.us) by Tuesday, April 2, 2019.**

Thank you for your participation!

SECTION 6: SUPERVISOR STATEMENT

IMMEDIATE SUPERVISOR STATEMENT

Please review this employee's questionnaire carefully to ensure and validate the accuracy of the information by completing this form.

Do not fill in these items unless you supervise the employee directly. Your certification below means that you accept responsibility for the accuracy and completeness of the entire questionnaire which describes the duties and responsibilities of the job.

If the Employee's Statement does not match the duties, responsibilities and other requirements that you have assigned the employee, please clarify or elaborate below.

There are two essential cautions you should observe:

- **Under no circumstances** should the employee's entries in the Employee's Statement section be altered.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

6A: PDQ validation

1. Do the **job duties** accurately reflect the general responsibilities and work performed by this classification? If not, please clarify.

2. Do you agree with the **knowledge/abilities** and the ratings provided by the employee? If not, please clarify.

3. Do you agree with the **equipment used that is described by the employee**? If not, please clarify.

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4. Do you agree with the **supervision given/received** as described by the employee? If not, please clarify.

5. Is there any additional information that should be considered in evaluating the appropriate classification for this position?

6B: MINIMUM QUALIFICATIONS

Education

Check the education that is minimally required to perform the job:

- | | |
|--|--|
| <input type="checkbox"/> Less than High School | <input type="checkbox"/> Bachelor's Degree (Undergraduate) |
| <input type="checkbox"/> High School Diploma or Equivalent (GED) | <input type="checkbox"/> Graduate Degree |
| <input type="checkbox"/> Technical School | <input type="checkbox"/> Other Degree |
| <input type="checkbox"/> Associate Degree | |

Describe any specific education required to perform the job. (For example, what type of background would you expect a successful job applicant to have?)

Experience

Check the minimum number of years of experience that is needed to proficiently perform the job:

- | | | |
|---|---|---|
| <input type="checkbox"/> No experience needed | <input type="checkbox"/> 6 months or less | <input type="checkbox"/> 1 year |
| <input type="checkbox"/> 2-4 years | <input type="checkbox"/> 5 years + | <input type="checkbox"/> Other (enter length of time and specify months/year) _____ |

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Describe any specific work experience required to perform the job. Also, list any desirable experience. (For example, what type of background would you expect a successful job applicant to have?)

Licenses & Certifications

3. Does the job require a Driver's License? YES NO If yes, specify type: _____

4. Please list any other licenses or certificates required by law or your employer to perform your job.

#	License or Certificate	Required by:	
		Law	Employer
1		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>

Knowledge & Abilities

1. Please check the appropriate boxes for 1A: Duties (needed at entry) on pages (2-3).
2. Please check the appropriate boxes for 2A: Knowledge and 2B Abilities (needed at entry) on page (5).

By checking this box, I certify that I supervise the employee who has completed this questionnaire.

Printed Name:

Classification Title:

Signature:

Date:

Supervisor-Please return completed PDQ to SBCC Human Resources Department Att: Karla Zaragoza at kzaragoza@sbccd.cc.ca.us by Tuesday, April 9, 2019.

Thank you for your participation!