

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**ADDENDUM TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

July 25, 2011

MANAGEMENT

Appointments

Kennedy, James
Interim Vice President
Continuing Education Division/CEC
Santa Ana College

Effective: August 8, 2011
Tentative Salary Placement: A-1 \$10,521/Month

Revised Job Description/Title/Attachment #7

From: Plant Manager
To: Facilities Manager
(No change to salary level)

FACULTY

2010/2011 Additional Contract Extension Days

Dennis, Karen
Coordinator/Professor, Basic Skills
Continuing Education Division/CEC
Santa Ana College

Effective: July 1, 2011
Contract Extension: 40 Days
Reason: Coordination Duties

Attachment #7

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised July 2011

FACILITIES MANAGER

CLASS SUMMARY

Under the direction of the Vice-President of Administrative Services, plans, organizes and supervises the maintenance, repair and construction work performed by college maintenance personnel on buildings, equipment and grounds at the campus and extension sites. Performs related work as required.

REPRESENTATIVE DUTIES

Plans, organizes, and supervises the maintenance department including building maintenance and repair programs associated with HVAC, plumbing, electrical, and carpentry; coordinates grounds maintenance program and the custodial program with overall plant maintenance program; diagnoses operating problems and coordinates repair; processes, assigns and tracks maintenance work orders; prepares maintenance work schedules; arranges for purchase of maintenance equipment and materials; reviews records and prepares reports; supervises the testing of maintenance materials and equipment; participates in the selection of personnel; performs safety inspections of the maintenance area; evaluates need for repair of buildings and equipment; manages the development and implementation of the maintenance department budget; works with plans and specifications for selected projects handled by outside contractors; updates and maintains all "as-builts" on buildings and sites; coordinates the work of the department with work of contractors; inspects work of contractors for quality and changes; investigates reports of accidents involving department personnel; confers with college officials in the planning of modifications to facilities; assists in the preparation of cost estimates of maintenance and construction projects; coordinates the preparation for special events such as the erection of temporary seating and equipment; trains and evaluates the work of employees within the maintenance department; operates district vehicles.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice-President of Administrative Services and supervises personnel assigned to maintenance and operations.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
July 2011

FACILITIES MANAGER (continued)

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Required: Bachelor's degree or academic equivalent. A minimum of three full-time years of professional experience as a manager in the area of facilities, preferably at an educational institution.

License: Must possess a valid and appropriate California Driver's License

Knowledge and Abilities

Knowledge of: Comprehensive understanding of the methods, practices, equipment, and supplies used in the building construction trades; in repair and remodeling of school buildings and equipment, applicable building codes; preventive maintenance programs and computerized maintenance management systems; the related legal provision of school buildings and fire and safety regulations, construction plans and engineering drawings; current construction costs and practices; air conditioning, heating and ventilation, electrical and plumbing systems and their upkeep; record keeping and report preparation techniques of an administrative office; business and shop math applicable to the building trades; proper methods, materials, tools and equipment used in the building trades, equipment, maintenance and repair, and custodial and grounds maintenance operations; principles of supervision and training; appropriate safety precautions and procedures.

Ability to: Plan and organize a program involving the maintenance, repair of buildings, and building equipment; work with grounds and custodial managers on programs; estimate costs of maintenance work such as construction of walls, partitions, cabinets, repair of damage, painting, repair and installation of plumbing, repair and installation of electrical systems and repair of equipment; prepare clear and precise specifications; reduce incremental maintenance costs through cost analysis of existing and future conditions; interpret blueprints and plans; perform personnel management functions in accordance with contracts, regulations, practice and policy; works within departmental budgets; carry out broad district policies; implement policies and regulations; prepare and interpret plans and specifications; communicate effectively, both orally and in writing; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of the work.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DOCKET
CLASSIFIED
JULY 25, 2011
ADDENDUM**

CLASSIFIED

Revised Job Description

Attachment #3

Admissions & Records Specialist I

Grade 6

Ratification of Resignation/Retirement

Sheldon, Joel
Instructional Center Specialist/ Science &
Math/ SAC

Effective: August 10, 2011
Reason: Resignation

CLASSIFIED HOURLY

Temporary to Hourly On Going

Barker, Hillary
General Office Clerk (CL11-0287)
Fire Technology/ SAC

Effective: July 22, 2011
19 Hours/Week 12 Months
Grade , Step A \$14.62/Hour

TEMPORARY

Diaz, Julia
Instructional Assistant/ Science & Math/ SAC

Effective: 08/22/11 – 12/12/11

Espino, Frederick
Learning Facilitator/ Science & Math/ SAC

Effective: 08/22/11 – 05/18/12

Gaal, Joshua
Learning Facilitator/ Science & Math/ SAC

Effective: 07/26/11 – 12/18/11

Herrera, Nancy
Instructional Assistant/ Science & Math/ SAC

Effective: 08/22/11 – 12/12/11

Herrera, Nancy
Instructional Assistant/ Humanities/ SAC

Effective: 08/22/11 – 12/11/11

Landa, Alejandra
Administrative Clerk/ Educational Services/
DMC

Effective: 07/26/11 – 06/30/12

TEMPORARY cont'd

Le, Iris Instructional Assistant/ Science & Math/ SAC	Effective: 08/22/11 – 12/12/11
Le, Jennie Instructional Assistant/ Science & Math/ SAC	Effective: 08/22/11 – 12/12/11
Mistry, Bijal Learning Facilitator/ Science & Math/ SAC	Effective: 07/26/11 – 12/18/11
Nguyen, Martha Instructional Assistant/ Science & Math/ SAC	Effective: 08/22/11 – 12/12/11
Ontiveros, Tara Test Proctor/ Testing Center/ SAC	Effective: 07/26/11 – 06/30/12
Rivera, Ernest Learning Facilitator/ Science & Math/ SAC	Effective: 07/26/11 – 12/18/11
Vo, Duy Instructional Assistant/ Science & Math/ SAC	Effective: 08/22/11 – 12/12/11

Change in Temporary Assignment

Corona, Jose Data Entry Clerk/ Financial Aid/ SAC	Effective: 07/01/11 – 12/31/11
--	--------------------------------

MISCELLANEOUS

Cabrera, Evelyn Child Dev. Intern II/ Child Dev. Serv./ SAC	Effective: 08/16/11 – 06/30/12
Calderon Puentes, Lady Child Dev. Intern II/ Child Dev. Serv./ SAC	Effective: 08/16/11 – 06/30/12
Castelan, Maylin Child Dev. Intern I/ Child Dev. Serv./ SAC	Effective: 08/17/11 – 06/30/12

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective June 11 – June 30, 2011

Burns, Brigitte	Amount: \$ 261.66
Crowley, Debra	Amount: \$ 1,260.00
Dumon, Dori	Amount: \$ 730.00
Fallgatter, Tarla	Amount: \$ 54.62
Fraizer, Marge	Amount: \$ 100.00
Glicksir, Barbara	Amount: \$ 1,300.00
Konstant, Eugene	Amount: \$ 102.65
Levine, Renee	Amount: \$ 1,220.00
Lopez, Charna	Amount: \$ 180.00
Montelone, Sue	Amount: \$ 29.33
Moran, Elaine	Amount: \$ 122.15
Nguyen, Phuong	Amount: \$ 152.25
Nolasco, Jeffrey	Amount: \$ 810.00
Parker, Taylor	Amount: \$ 640.00
Ratanjee, Sumati	Amount: \$ 356.45
Shoro, Natasha	Amount: \$ 700.00
South, Jammie	Amount: \$ 54.52
Zimmerman, Kathy	Amount: \$ 57.15

Attachment #3

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised JULY 2011

ADMISSIONS/RECORDS SPECIALST I

CLASS SUMMARY

Under general supervision, performs a variety of technical duties related to public information, student records, admissions and registration functions, and related activities; performs related duties as required.

REPRESENTATIVE DUTIES

Provides assistance to the public, staff and students; interprets institutional policy and procedures; instructs students in correct admissions and records procedures to complete applications, registration, fee collection, fee refunds, class changes, petitions and related student forms; screens students for admissions requirements and matriculation process; refers students to appropriate testing/counseling area; reviews student records, applications, and other forms for completeness and accuracy; determines residency, processes student transactions using PC and other office equipment; performs a variety of office clerical duties relating to student, instructor and mailing requests; maintains records and files of clerical functions, may direct the work of student workers assisting with work-related functions; assists in training of short-term counter personnel; operates microfilm and auxiliary equipment to preserve student, instructor and other related district documents; utilizes optical imaging equipment; scans and indexes documents to update database; maintains transcript records, including accounts receivable and liens, and records of transcript destinations; corrects admission application and attendance error lists as needed; inputs corrected data on PC; processes outgoing transcripts by fax, mail, electronically, and over the counter; creates and maintains files of past and present requests on both PC and hard copy; processes all requests for catalogs and course descriptions from prior years; prepares and transmits student transcripts/folders to other district offices as requested; performs lock-up procedures at end of day, including securing of file cabinets, cash drawer and vault, and powering off of all equipment; may assist with admissions and guidance correspondence and purchasing requisitions.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated Administrator/Supervisor.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised JULY 2011

ADMISSIONS/RECORDS SPECIALST I (continued)

QUALIFICATIONS GUIDE

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience, including direct public contact, preferably in college admissions and records.

Knowledge and Abilities

Knowledge of: English usage, spelling, grammar, punctuation, vocabulary; arithmetic; public relations; office policies, procedures and equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; utilize Datatel Colleague software program for related area; follow oral and written directions; establish and maintain effective relationships with students, college personnel, employees and other professional agencies and the public; understand, interpret and explain policies and procedures regarding admissions and records to be released at the counter or over the telephone; file, post and check records.