

Governing Board Agenda

April 27, 2016

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

To approve the Classified personnel actions listed in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of Veronica Garcia, Accounting Specialist II, Fiscal Services, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.	Included in budget
b)	Employment	Employment of Jessica Cerritos, Categorical Services Coordinator, EOPS/CARE & CalWorks, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.	Categorically Funded
c)	Employment	Employment of <u>Isagani Marin</u> , Custodian, Range 6, 40 hours per week, 12 months per year, effective April 28, 2016.	Included in budget
d)	Employment	Employment of Jasen Vernor, Custodian Pool Operator, Range 8, 40 hours per week, 12 months per year, effective April 28, 2016.	Included in budget
e)	Establishment of new Position (attached)	Establish new position, Network Technician, Information Technology, 40 hours per week, 12 months per year, effective April 28, 2016. Placement on salary schedule at Range 26.	Included in budget
f)	Approve Job Description (attached)	Approval of the revised job description for Instructional Technology Specialist, Information Technology, 40 hours per week, 12 month's per year, effective April 28, 2016. Placement on salary schedule at Range 22.	Included in budget
g)	Freeze Position	Freeze vacant position, Media Technician/Audio Visual, Range 16, 40 hours per week, 12 months per year, effective April 28, 2016.	N/A
h)	Freeze Position	Freeze one vacant position, Network Engineer, Range 33, 40 hours per week, 12 months per year, effective April 28, 2016.	N/A
i)	Employment	Employment of Linda Lew-Roca, Instructional Specialist, Math Center, Range 14, 18 hours per week, 7 months, 19 days per year, effective April 28, 2016.	Included in budget
j)	Employment	Employment of <u>Victoria Mavricakis</u> , Student Services Coordinator, Financial Aid Department, Range 22, 40 hours per week, 12 months per year, effective <u>May 26, 2016</u> .	Categorically Funded
k)	Employment	Employment of <u>Donna Teresa</u> , Library Specialist-Circulation Desk, Range 10, 21.25 hours per week, 8 months, 7 days per year, effective April 28, 2016.	Included in budget

l)	Resignation	Resignation of Nicholas Garrison, Instructional Specialist, ESSC, 18 hours per week, 7 months, 19 days per year, effective at the end of the day, May 26, 2016.	N/A
	Released during probation	Release of employee # 159987 from probation effective April 18, 2016.	N/A

Budgetary Implications:

See table.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following item(s):

- a) Employment of Veronica Garcia, Accounting Specialist II, Fiscal Services, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.
- b) Employment of Jessica Cerritos, Categorical Services Coordinator, EOPS/CARE & CalWorks, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.
- c) Employment of Isagani Marin, Custodian, Range 6, 40 hours per week, 12 months per year, effective April 28, 2016.
- d) Employment of Jasen Vernor, Custodian Pool Operator, Range 8, 40 hours per week, 12 months per year, effective April 28, 2016.
- e) Establish new position, Network Technician, Information Technology, 40 hours per week, 12 months per year, effective April 28, 2016. Placement on salary schedule at Range 26.
- f) Approval of the revised job description for Instructional Technology Specialist, Information Technology, 40 hours per week, 12 month's per year, effective April 28, 2016. Placement on salary schedule at Range 22.
- g) Freeze vacant position, Media Technician/Audio Visual, Range 16, 40 hours per week, 12 months per year, effective April 28, 2016.
- h) Freeze one vacant position, Network Engineer, Range 33, 40 hours per week, 12 months per year, effective April 28, 2016.
- i) Employment of Linda Lew-Roca, Instructional Specialist, Math Center, Range 14, 18 hours per week, 7 months, 19 days per year, effective April 28, 2016.
- j) Employment of Victoria Mavricakis, Student Services Coordinator, Financial Aid Department, Range 22, 40 hours per week, 12 months per year, effective May 26, 2016.
- k) Employment of Donna Teresa, Library Specialist-Circulation Desk, Range 10, 21.25 hours per week, 8 months, 7 days per year, effective April 28, 2016.
- l) Resignation of Nicholas Garrison, Instructional Specialist, ESSC, 18 hours per week, 7 months, 19 days per year, effective at the end of the day, May 26, 2016.
- m) Release of employee # 159987 from probation effective April 18, 2016.

Recommended By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

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Agenda Approval:

Walter Tribley
Dr. Walter Tribley, Superintendent/President