



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 8, 2017

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 6:00 p.m. on Wednesday, February 8, 2017, and the Pledge of Allegiance was led by Gary Nellesen. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Abe Ali, Vice President, Human Resources were present.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Melissa Alvarez-Mejorado**, Administrative Specialist III (Research and Institutional Effectiveness) (absent)
- **Tabitha Groves**, Laboratory Assistant, Child Development Observation (Business Division) (absent)
- **Andrea Rodriguez**, Administrative Specialist III (Facilities Planning and Management) (present)

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

Management Employee (Newly Appointed)

- **Darren Grosch**, Director, International Students (Student Services) (present)

Classified Employees (Promoted)

- **Joan Chang**, Learning Lab Assistant (Learning Assistance Services) (absent)

Classified Employees (Change of Assignment)

- **Marcus Williams**, Project/Program Specialist (Student Services) (present)
- Award a Certificate of Service to the following retiring employees:
 - **Sharon Shriver**, Information Technology Specialist (Information Technology), (27 years of service) (absent)

APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of January 11, 2017.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

It was moved by Trustee Hidalgo, seconded by Trustee Baca, and passed to approve the minutes of the special meeting of January 21, 2017.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Community Member Dan Horan commented on how important community colleges have been in his life.
- Ambassador for Assemblymember Phillip Chen Allen Wilson introduced himself to the Board and extended the Assemblymember's welcome.
- Community Member Brandy Turnbow commented on her application for the Citizens Oversight Committee.

REPORTS

Reports by the following constituency leaders were given and are posted on the College website with these minutes:

- **Aneca Abcede**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Sandra Bollier**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

BOARD COMMUNICATION

- A. Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed and congratulated newly appointed and promoted employees.
 - They congratulated Sharon Shriver on her retirement.
- C. Trustee Hall reported the following:
- Attended the San Gabriel Valley Civic Alliance Retreat and thanked the President for stopping by and Carol Nelson for helping with logistics.
 - Thanked Jill Miller for her service to the Board and welcomed Brigitte Hebert in her new role.
 - Attended the Board Study Session and found it very useful to be able to go in-depth on certain topics.
 - Attended the San Dimas Sheriff’s Station Volunteers annual scholarship event.
 - Attended the Diamond Bar Lunar New Year Festival event.
 - Attended the Hacienda Heights Lunar New Year Festival event.
 - Attended the San Dimas and Covina Redevelopment agency’s successor meetings.
 - Looking forward to the Athletics Hall of Fame banquet.
 - Looking forward to attending the Community Public Service Heroes Breakfast where Dave Wilson and Lorenzo Harmon will be recognized.
 - Looking forward to the Community Open House meetings to discuss the Educational and Facilities Master Plan and thanked Jill Dolan for organizing.
 - Looking forward to meeting with the Accreditation External Evaluation Team.
- D. Trustee Chen Haggerty reported the following:
- Wished everyone a happy Chinese New Year
 - Attended the Board Study Session.
 - Attended the CCLC Effective Trustee Workshop in Sacramento and attended the ACES planning meeting while in Sacramento.
 - Attended a Holiday Tea with K-12 board members.
 - Thanked Jemma Blake-Judd for her communication with Whittier Hospital.

- E. Trustee Student Trustee Santos reported the following:
- Attended the CCCT Board Meeting in Sacramento.
 - Attended CCLC Effective Trustee Workshop and Legislative Conference in Sacramento.
 - Met with other student trustees and talked about statewide organization and working to organize a regional retreat.
 - Looking forward to the ACCT Legislative Conference in Washington DC and meeting with legislators.
 - Looking forward to the Athletics Hall of Fame Banquet.
 - Looking forward to the Kepler Lecture.
- F. Trustee Chen reported the following:
- Attended the Board Study Session and he thanked everyone for their presentations.
 - Attended the opening reception of a new exhibit, Roots, at Chinese American Museum.
 - Participated with Industry Lions Club to prepare food for the homeless.
 - Looking forward to attending the Athletics Hall of Fame Banquet.
 - Looking forward to attending the ACCT Legislative Conference Washington DC.
 - Looking forward to the Community Open House meetings.
- G. Trustee Santos reported the following:
- Attended an immigration clinic at a local church that was sponsored by Janet Napolitano and Hilda Solis.
 - Attended the Baldwin Park Business Association meeting.
 - Attended the West Covina Beautiful meeting.
 - Attended the Bassett Torch Middle School Coffee with the Principal and PTA meeting.
 - Attended the La Puente Women's Day March.
 - Attended a City Council meeting to support a sanctuary city resolution.
 - Attended the LACSTA meeting.
 - Attended the Community Facility Plan Advisory Committee meeting.
 - Attended the Board Study Session.
 - Attended the women's Basketball game against East Los Angeles College.
 - Attended an education session on water conservation for Latino leaders.
- H. Trustee Baca reported the following:
- Happy that the Foundation Golf Tournament is being named for long-time Mt. SAC supporter Pete Reynolds.
 - Attended CCLC Effective Trustee Workshop.
 - Attended the Wheelhouse meeting held at UC Davis. This group is conducting research on community college leadership and working with a cohort of 25 sitting presidents and vice presidents and engaging in dialogue of leadership.
 - Is looking forward to attending the ACCT Legislative Conference in Washington DC and thanked Jill for organizing meetings.
 - Looking forward to the Community Open House meetings.
 - Attended the Board Study Session and commented that it is a great opportunity to learn about the College in more detail.
 - Attended the La Puente Oversight successor committee meeting.
 - Looking forward to attending the Athletics Hall of Fame Banquet.
 - Welcomed Brigitte to the team and thank Jill Miller for her assistance over the last few months.

H. Trustee Hidalgo reported the following:

- Attended the Hacienda-La Puente State of the District meeting.
- Attended the Board Study Session and found it was very informative and he thanked the staff for the information.
- Thanked the Foundation and the Academic Senate for the support that they're providing for undocumented students.
- Introduced a representative from NALEO, Cynthia Velasco. They opened up a higher education division that provides training to elected officials throughout the nation.
- Looking forward to speaking and presenting at the West Covina City Council meeting.
- Looking forward to attending the Athletics Hall of Fame Banquet.

I. Trustee Bader reported the following:

- Welcomed Brigitte and thanked Jill for her service.
- Attended the Board Study Session and thanked everyone for their presentations.
- Commented that the Community Facility Advisory Committee meetings are very engaging and thanked Don Sachs for his work.
- Looking forward to the Community Open House meetings.
- Met with a student who requested a meeting on cross-college tutoring.
- Attended a Rotary meeting and spoke with Enrique Medina, who oversees the adult education for Pomona USD. Kudos to Mt. SAC for the opportunity for dual enrollment and she thanked the staff for working with the PUSD.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Sharon Shriver on her retirement.

CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- Consent Item 15, on Page 68, Stephen Villasenor's department should be listed as "**Business Administration**."

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the following items, as corrected:

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Re-issuance of stale-dated warrants;
4. Agreement with Margolis Healy & Associates, LLC to provide Clery Act training;

5. This item was pulled and acted upon separately below;
6. Purchase of Rainbird Maxicom Irrigation System Upgrade – Phase 1 – (Bid No. 3146);
7. This item was pulled and acted upon separately below;
8. Agreement with Psomas to provide professional consulting services for the Solar Photovoltaic Project;
9. This item was pulled and acted upon separately below;
10. Agreement with P2S Engineering, Inc. to provide professional engineering services for The Center for Deaf and Hard of Hearing Remodel (Temporary Space);
11. Contract Amendment:
 - Contract Professional Design and Consulting Services – Added Services – The Center for Deaf and Hard of Hearing Remodel – MDC Engineers – Amendment No. 1;
12. Proposed Gifts and Donations to the College:
 - Gregory A. Rager – Canon AE-1 program cameras, UV/Skylight filters, straps, and lens caps (22), Canon 50mm 1.8 lenses, with UV/Skylight filter (extra lenses) (2), 28mm Canon-mount wide angle lenses, with UV/Skylight filters (5), various focal length Canon-mount wide telephoto zoom lenses, with UV/Skylight filters (14), and various camera cases – single camera and single camera with lens, valued by donor at \$5,261.50, to be used in the Photography Department;
13. This item was pulled and acted upon separately below;
14. New and/or Revised Classified Job Classification Descriptions;
15. Recommendation to Employ Faculty Under Second Contract 2017-18;
16. Recommendation to Employ Faculty Under Third Contract 2017-19;
17. Recommendation to Grant Tenure 2017-18;
18. Contract for Development of Written Tests and Interview Standards – CODESP Public HR;
19. Contract Agreement with Kellogg West Conference Center and Lodge;
20. School of Continuing Education Additions and Changes;
21. Southern California Water Utilities Association Water Grant: Acceptance of Funds;
22. Affiliation Agreement with Chino Valley Independent Fire District Training Center;

23. Affiliation Agreement with Magan Medical Clinic;
24. Contract Agreement with Pacific Palms Resort and Conference Center;
25. Sabbatical Leave Applications for Academic Year 2017-18;
26. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year;
27. California Community Colleges (CCC) Maker Mini-Grant Acceptance of Funds and Approval of Purchases;
28. Resolution No. 16-08 – Approval to Compensate Student Trustee Elizabeth Santos for Her Absence from the Regular Meeting of the Board of Trustees on January 11, 2017;
29. Renewal of a Contract with Concept3D for a 3D Campus Map;
30. Contract with Betty Colonomos to provide training to the Sign Language Interpreters;
31. Contract with Dee Hankins for the REACH Programs Foster Youth Awareness Week;
32. Contract with Kids That Code for the Upward Bound Program;
33. This item was pulled and acted upon separately below;
34. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
35. Acceptance of a Student Mental Health Mini-Grant from the Foundation for California Community Colleges; and
36. Contract Renewal Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #5 – PURCHASE OF LIGHTING FOR THE STUDIO THEATER – PHASE 1 – (BID NO. 3145)

It was moved by Trustee Hall and seconded by Trustee Baca to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #7 – CONTRACT WITH INTERACT COMMUNICATIONS, INC. FOR CONSULTANT SERVICES FOR MARKETING FOR STUDENT ENROLLMENT AND COMMUNITY ENGAGEMENT – (RFP NO. 3096)

It was moved by Trustee Baca and seconded by Trustee Hall to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #9 – AGREEMENT WITH ASM AFFILIATES TO PROVIDE CONSULTING SERVICES FOR THE 2015 SUBSEQUENT PROJECT AND PROGRAM ENVIRONMENTAL IMPACT REPORT MITIGATION MEASURES

It was moved by Trustee Hall and seconded by Trustee Chen to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #13 – PERSONNEL TRANSACTIONS

It was moved by Trustee Hall and seconded by Trustee Hidalgo to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #33 – CONTRACT WITH MY FIESTA SUPPLIES FOR THE CASH FOR COLLEGE EVENT

It was moved by Trustee Hall and seconded by Trustee Chen Haggerty to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #1 – APPOINTMENT OF A MEMBER TO THE CITIZENS OVERSIGHT COMMITTEE

It was moved by Trustee Hall and seconded by Trustee Baca to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #2 – PROPOSAL TO INITIATE FACULTY NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2017, THROUGH JUNE 30, 2020

It was moved by Trustee Hall and seconded by Trustee Baca to approve this item.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #3 – PUBLIC HEARING REGARDING THE INITIAL PROPOSALS FOR SUCCESSOR AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 262

A public hearing was held at 8:24 p.m. regarding the initial proposal for Successor Agreement between the District and CSEA, Chapter 262, and there was no public comment. The public hearing concluded at 8:25 p.m.

ADJOURNMENT

The meeting adjourned at 8:25 p.m.

WTS:CN

**MT. SAN ANTONIO COLLEGE
SALARY SCHEDULES
Monthly & Annual Rates
Effective July 1, 2016 through June 30, 2017**
Job Classification Descriptions in "Red" are Under Review

SALARY SCHEDULE OF ASSIGNMENTS FOR CSEA, CHAPTER 262 EMPLOYEES

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
1	Range 1 Monthly Salary	1,871.89	1,965.50	2,063.76	2,166.97	2,275.31	2,389.06	1
	Range 1 Annual Salary	22,462.68	23,586.00	24,765.12	26,003.64	27,303.72	28,668.72	
No Job Classification Assigned								
2	Range 2 Monthly Salary	1,890.62	1,985.13	2,084.40	2,188.62	2,298.04	2,412.93	2
	Range 2 Annual Salary	22,687.44	23,821.56	25,012.80	26,263.44	27,576.48	28,955.16	
No Job Classification Assigned								
3	Range 3 Monthly Salary	1,909.53	2,005.00	2,105.26	2,210.51	2,324.04	2,437.09	3
	Range 3 Annual Salary	22,914.36	24,060.00	25,263.12	26,526.12	27,888.48	29,245.08	
No Job Classification Assigned								
4	Range 4 Monthly Salary	1,928.63	2,025.05	2,126.30	2,232.61	2,344.24	2,461.45	4
	Range 4 Annual Salary	23,143.56	24,300.60	25,515.60	26,791.32	28,130.88	29,537.40	
No Job Classification Assigned								
5	Range 5 Monthly Salary	1,947.92	2,045.31	2,147.57	2,254.94	2,367.69	2,486.07	5
	Range 5 Annual Salary	23,375.04	24,543.72	25,770.84	27,059.28	28,412.28	29,832.84	
No Job Classification Assigned								
6	Range 6 Monthly Salary	1,967.38	2,065.76	2,169.07	2,277.50	2,391.37	2,510.95	6
	Range 6 Annual Salary	23,608.56	24,789.12	26,028.84	27,330.00	28,696.44	30,131.40	
No Job Classification Assigned								
7	Range 7 Monthly Salary	1,987.06	2,086.42	2,190.73	2,300.28	2,415.28	2,536.05	7
	Range 7 Annual Salary	23,844.72	25,037.04	26,288.76	27,603.36	28,983.36	30,432.60	
No Job Classification Assigned								
8	Range 8 Monthly Salary	2,006.93	2,107.26	2,212.66	2,323.28	2,439.45	2,561.42	8
	Range 8 Annual Salary	24,083.16	25,287.12	26,551.92	27,879.36	29,273.40	30,737.04	
No Job Classification Assigned								
9	Range 9 Monthly Salary	2,026.80	2,128.36	2,234.78	2,346.51	2,463.86	2,587.04	9
	Range 9 Annual Salary	24,321.60	25,540.32	26,817.36	28,158.12	29,566.32	31,044.48	
No Job Classification Assigned								
10	Range 10 Monthly Salary	2,047.28	2,149.65	2,257.13	2,370.01	2,488.48	2,612.92	10
	Range 10 Annual Salary	24,567.36	25,795.80	27,085.56	28,440.12	29,861.76	31,355.04	
No Job Classification Assigned								
11	Range 11 Monthly Salary	2,067.75	2,171.15	2,279.70	2,393.70	2,513.37	2,639.06	11
	Range 11 Annual Salary	24,813.00	26,053.80	27,356.40	28,724.40	30,160.44	31,668.72	
No Job Classification Assigned								
12	Range 12 Monthly Salary	2,088.42	2,192.85	2,302.49	2,417.62	2,538.50	2,665.42	12
	Range 12 Annual Salary	25,061.04	26,314.20	27,629.88	29,011.44	30,462.00	31,985.04	
No Job Classification Assigned								
13	Range 13 Monthly Salary	2,109.32	2,214.79	2,325.54	2,441.81	2,563.89	2,692.09	13
	Range 13 Annual Salary	25,311.84	26,577.48	27,906.48	29,301.72	30,766.68	32,305.08	
No Job Classification Assigned								
14	Range 14 Monthly Salary	2,130.41	2,236.94	2,348.78	2,466.22	2,589.52	2,719.02	14
	Range 14 Annual Salary	25,564.92	26,843.28	28,185.36	29,594.64	31,074.24	32,628.24	
No Job Classification Assigned								
15	Range 15 Monthly Salary	2,151.70	2,259.30	2,372.25	2,490.87	2,615.41	2,746.18	15
	Range 15 Annual Salary	25,820.40	27,111.60	28,467.00	29,890.44	31,384.92	32,954.16	
No Job Classification Assigned								
16	Range 16 Monthly Salary	2,173.24	2,281.89	2,396.00	2,515.78	2,641.58	2,773.67	16
	Range 16 Annual Salary	26,078.88	27,382.68	28,752.00	30,189.36	31,698.96	33,284.04	
No Job Classification Assigned								
17	Range 17 Monthly Salary	2,194.95	2,304.69	2,419.95	2,540.96	2,668.01	2,801.39	17
	Range 17 Annual Salary	26,339.40	27,656.28	29,039.40	30,491.52	32,016.12	33,616.68	
No Job Classification Assigned								
18	Range 18 Monthly Salary	2,216.91	2,327.77	2,444.14	2,566.36	2,694.65	2,839.39	18
	Range 18 Annual Salary	26,602.92	27,933.24	29,329.68	30,796.32	32,335.80	34,072.68	

No Job Classification Assigned								
19	Range 19 Monthly Salary	2,239.07	2,351.02	2,468.58	2,592.02	2,721.60	2,857.69	19
	Range 19 Annual Salary	26,868.84	28,212.24	29,622.96	31,104.24	32,659.20	34,292.28	
No Job Classification Assigned								
20	Range 20 Monthly Salary	2,261.47	2,374.53	2,493.27	2,617.94	2,748.82	2,886.27	20
	Range 20 Annual Salary	27,137.64	28,494.36	29,919.24	31,415.28	32,985.84	34,635.24	
No Job Classification Assigned								
21	Range 21 Monthly Salary	2,284.08	2,398.28	2,518.19	2,644.11	2,776.31	2,915.11	21
	Range 21 Annual Salary	27,408.96	28,779.36	30,218.28	31,729.32	33,315.72	34,981.32	
No Job Classification Assigned								
22	Range 22 Monthly Salary	2,306.92	2,422.27	2,543.38	2,670.56	2,804.08	2,944.28	22
	Range 22 Annual Salary	27,683.04	29,067.24	30,520.56	32,046.72	33,648.96	35,331.36	
No Job Classification Assigned								
23	Range 23 Monthly Salary	2,330.00	2,446.51	2,568.81	2,697.26	2,832.14	2,973.74	23
	Range 23 Annual Salary	27,960.00	29,358.12	30,825.72	32,367.12	33,985.68	35,684.88	
Parent Education Preschool Assistant								
24	Range 24 Monthly Salary	2,353.31	2,470.95	2,594.52	2,724.24	2,860.46	3,003.51	24
	Range 24 Annual Salary	28,239.72	29,651.40	31,134.24	32,690.88	34,325.52	36,042.12	
No Job Classification Assigned								
25	Range 25 Monthly Salary	2,376.83	2,495.67	2,620.46	2,751.47	2,889.04	3,033.50	25
	Range 25 Annual Salary	28,521.96	29,948.04	31,445.52	33,017.64	34,668.48	36,402.00	
No Job Classification Assigned								
26	Range 26 Monthly Salary	2,400.60	2,520.63	2,656.67	2,779.00	2,917.95	3,063.85	26
	Range 26 Annual Salary	28,807.20	30,247.56	31,880.04	33,348.00	35,015.40	36,766.20	
No Job Classification Assigned								
27	Range 27 Monthly Salary	2,424.60	2,545.84	2,673.12	2,806.79	2,947.11	3,094.46	27
	Range 27 Annual Salary	29,095.20	30,550.08	32,077.44	33,681.48	35,365.32	37,133.52	
No Job Classification Assigned								
28	Range 28 Monthly Salary	2,448.86	2,571.28	2,699.85	2,834.83	2,976.58	3,125.39	28
	Range 28 Annual Salary	29,386.32	30,855.36	32,398.20	34,017.96	35,718.96	37,504.68	
No Job Classification Assigned								
29	Range 29 Monthly Salary	2,473.35	2,596.99	2,726.85	2,863.19	3,006.35	3,156.68	29
	Range 29 Annual Salary	29,680.20	31,163.88	32,722.20	34,358.28	36,076.20	37,880.16	
No Job Classification Assigned								
30	Range 30 Monthly Salary	2,498.07	2,622.98	2,754.12	2,891.80	3,036.40	3,188.23	30
	Range 30 Annual Salary	29,976.84	31,475.76	33,049.44	34,701.60	36,436.80	38,258.76	
No Job Classification Assigned								
31	Range 31 Monthly Salary	2,523.05	2,649.21	2,781.68	2,920.74	3,066.77	3,220.12	31
	Range 31 Annual Salary	30,276.60	31,790.52	33,380.16	35,048.88	36,801.24	38,641.44	
No Job Classification Assigned								
32	Range 32 Monthly Salary	2,548.28	2,675.70	2,809.48	2,949.96	3,097.45	3,252.33	32
	Range 32 Annual Salary	30,579.36	32,108.40	33,713.76	35,399.52	37,169.40	39,027.96	
No Job Classification Assigned								
33	Range 33 Monthly Salary	2,573.77	2,702.46	2,837.57	2,979.46	3,128.43	3,284.85	33
	Range 33 Annual Salary	30,885.24	32,429.52	34,050.84	35,753.52	37,541.16	39,418.20	
No Job Classification Assigned								
34	Range 34 Monthly Salary	2,599.50	2,729.48	2,865.96	3,009.26	3,159.72	3,317.73	34
	Range 34 Annual Salary	31,194.00	32,753.76	34,391.52	36,111.12	37,916.64	39,812.76	
No Job Classification Assigned								
35	Range 35 Monthly Salary	2,625.51	2,756.78	2,894.62	3,039.35	3,191.33	3,350.90	35
	Range 35 Annual Salary	31,506.12	33,081.36	34,735.44	36,472.20	38,295.96	40,210.80	
No Job Classification Assigned								
36	Range 36 Monthly Salary	2,651.77	2,784.35	2,923.56	3,069.74	3,223.24	3,384.39	36
	Range 36 Annual Salary	31,821.24	33,412.20	35,082.72	36,836.88	38,678.88	40,612.68	
No Job Classification Assigned								
37	Range 37 Monthly Salary	2,678.26	2,812.18	2,952.79	3,100.42	3,255.45	3,418.24	37
	Range 37 Annual Salary	32,139.12	33,746.16	35,433.48	37,205.04	39,065.40	41,018.88	
No Job Classification Assigned								
38	Range 38 Monthly Salary	2,705.06	2,840.30	2,982.34	3,131.44	3,288.01	3,452.41	38
	Range 38 Annual Salary	32,460.72	34,083.60	35,788.08	37,577.28	39,456.12	41,428.92	
No Job Classification Assigned								

39	Range 39 Monthly Salary	2,732.10	2,868.71	3,012.16	3,162.75	3,320.90	3,486.94	39
	Range 39 Annual Salary	32,785.20	34,424.52	36,145.92	37,953.00	39,850.80	41,843.28	
No Job Classification Assigned								
40	Range 40 Monthly Salary	2,759.44	2,897.42	3,042.28	3,194.39	3,354.11	3,521.82	40
	Range 40 Annual Salary	33,113.28	34,769.04	36,507.36	38,332.68	40,249.32	42,261.84	
No Job Classification Assigned								
41	Range 41 Monthly Salary	2,787.02	2,926.36	3,072.68	3,226.33	3,387.64	3,557.01	41
	Range 41 Annual Salary	33,444.24	35,116.32	36,872.16	38,715.96	40,651.68	42,684.12	
No Job Classification Assigned								
42	Range 42 Monthly Salary	2,814.88	2,955.64	3,103.43	3,258.60	3,421.53	3,592.61	42
	Range 42 Annual Salary	33,778.56	35,467.68	37,241.16	39,103.20	41,058.36	43,111.32	
No Job Classification Assigned								
43	Range 43 Monthly Salary	2,843.04	2,985.18	3,134.46	3,291.19	3,455.75	3,628.53	43
	Range 43 Annual Salary	34,116.48	35,822.16	37,613.52	39,494.28	41,469.00	43,542.36	
No Job Classification Assigned								
44	Range 44 Monthly Salary	2,871.46	3,015.03	3,165.80	3,324.09	3,490.32	3,664.83	44
	Range 44 Annual Salary	34,457.52	36,180.36	37,989.60	39,889.12	41,883.84	43,977.96	
No Job Classification Assigned								
45	Range 45 Monthly Salary	2,900.19	3,045.20	3,197.45	3,357.32	3,525.18	3,701.45	45
	Range 45 Annual Salary	34,802.28	36,542.40	38,369.40	40,287.84	42,302.16	44,417.40	
Admissions and Registration Clerk Driver English as a Second Language Instructional Support Assistant High School Proctor Student Accounts Clerk								
46	Range 46 Monthly Salary	2,929.18	3,075.64	3,229.42	3,390.90	3,560.45	3,738.48	46
	Range 46 Annual Salary	35,150.16	36,907.68	38,753.04	40,690.80	42,725.40	44,861.76	
No Job Classification Assigned								
47	Range 47 Monthly Salary	2,958.49	3,106.42	3,261.73	3,424.83	3,596.06	3,775.86	47
	Range 47 Annual Salary	35,501.88	37,277.04	39,140.76	41,097.96	43,152.72	45,310.32	
No Job Classification Assigned								
48	Range 48 Monthly Salary	2,988.06	3,137.47	3,294.34	3,459.07	3,632.01	3,813.62	48
	Range 48 Annual Salary	35,856.72	37,649.64	39,532.08	41,508.84	43,584.12	45,763.44	
No Job Classification Assigned								
49	Range 49 Monthly Salary	3,017.93	3,168.82	3,327.28	3,493.64	3,668.32	3,851.74	49
	Range 49 Annual Salary	36,215.16	38,025.84	39,927.36	41,923.68	44,019.84	46,220.88	
No Job Classification Assigned								
50	Range 50 Monthly Salary	3,048.12	3,200.52	3,360.56	3,528.59	3,705.00	3,890.25	50
	Range 50 Annual Salary	36,577.44	38,406.24	40,326.72	42,343.08	44,460.00	46,683.00	
No Job Classification Assigned								
51	Range 51 Monthly Salary	3,078.61	3,232.54	3,394.16	3,563.88	3,742.07	3,929.18	51
	Range 51 Annual Salary	36,943.32	38,790.48	40,729.92	42,766.56	44,904.84	47,150.16	
No Job Classification Assigned								
52	Range 52 Monthly Salary	3,109.39	3,264.88	3,428.09	3,599.51	3,779.47	3,968.46	52
	Range 52 Annual Salary	37,312.68	39,178.56	41,137.08	43,194.12	45,353.64	47,621.52	
Tutorial Services Assistant								
53	Range 53 Monthly Salary	3,140.46	3,297.51	3,462.38	3,635.52	3,817.28	4,008.14	53
	Range 53 Annual Salary	37,685.52	39,570.12	41,548.56	43,626.24	45,807.36	48,097.68	
EOPS Tutorial/Peer Counselor Supervisor ESL Outreach Specialist								
54	Range 54 Monthly Salary	3,171.91	3,330.48	3,497.01	3,671.86	3,855.45	4,048.21	54
	Range 54 Annual Salary	38,062.92	39,965.76	41,964.12	44,062.32	46,265.40	48,578.52	
EOPS Specialist								
55	Range 55 Monthly Salary	3,203.60	3,363.79	3,531.99	3,708.60	3,894.00	4,088.71	55
	Range 55 Annual Salary	38,443.20	40,365.48	42,383.88	44,503.20	46,728.00	49,064.52	
No Job Classification Assigned								
56	Range 56 Monthly Salary	3,235.65	3,397.43	3,567.31	3,745.68	3,932.97	4,129.61	56
	Range 56 Annual Salary	38,827.80	40,769.16	42,807.72	44,948.16	47,195.64	49,555.32	
No Job Classification Assigned								
57	Range 57 Monthly Salary	3,267.99	3,431.40	3,602.98	3,783.12	3,972.28	4,170.89	57
	Range 57 Annual Salary	39,215.88	41,176.80	43,235.76	45,397.44	47,667.36	50,050.68	

No Job Classification Assigned								
58	Range 58 Monthly Salary	3,300.69	3,465.71	3,629.00	3,820.95	4,012.10	4,212.60	58
	Range 58 Annual Salary	39,608.28	41,588.52	43,548.00	45,851.40	48,145.20	50,551.20	
No Job Classification Assigned								
59	Range 59 Monthly Salary	3,333.70	3,500.39	3,675.41	3,859.17	4,052.14	4,254.76	59
	Range 59 Annual Salary	40,004.40	42,004.68	44,104.92	46,310.04	48,625.68	51,057.12	
Admissions and Records Specialist I Lead Admissions and Registration Clerk								
60	Range 60 Monthly Salary	3,367.03	3,535.39	3,712.13	3,897.76	4,092.64	4,297.28	60
	Range 60 Annual Salary	40,404.36	42,424.68	44,545.56	46,773.12	49,111.68	51,567.36	
Kinesiology/Athletic Technician I								
61	Range 61 Monthly Salary	3,400.71	3,570.75	3,749.30	3,936.77	4,133.59	4,340.26	61
	Range 61 Annual Salary	40,808.52	42,849.00	44,991.60	47,241.24	49,603.08	52,083.12	
No Job Classification Assigned								
62	Range 62 Monthly Salary	3,434.73	3,606.45	3,786.79	3,976.12	4,174.93	4,383.67	62
	Range 62 Annual Salary	41,216.76	43,277.40	45,441.48	47,713.44	50,099.16	52,604.04	
ESL Learning Resources Technician Learning Resources Technician Mail Room Operator Test Administration Clerk								
63	Range 63 Monthly Salary	3,469.07	3,642.54	3,825.66	4,015.90	4,216.68	4,427.52	63
	Range 63 Annual Salary	41,628.84	43,710.48	45,907.92	48,190.80	50,600.16	53,130.24	
Kinesiology/Athletic Technician II								
64	Range 64 Monthly Salary	3,503.77	3,678.95	3,862.91	4,056.05	4,258.85	4,471.18	64
	Range 64 Annual Salary	42,045.24	44,147.40	46,354.92	48,672.60	51,106.20	53,654.16	
No Job Classification Assigned								
65	Range 65 Monthly Salary	3,538.81	3,715.74	3,901.54	4,096.61	4,301.43	4,516.51	65
	Range 65 Annual Salary	42,465.72	44,588.88	46,818.48	49,159.32	51,617.16	54,198.12	
No Job Classification Assigned								
66	Range 66 Monthly Salary	3,574.20	3,752.91	3,940.56	4,137.58	4,344.45	4,561.69	66
	Range 66 Annual Salary	42,890.40	45,034.92	47,286.72	49,650.96	52,133.40	54,740.28	
No Job Classification Assigned								
67	Range 67 Monthly Salary	3,609.95	3,790.43	3,979.96	4,178.96	4,387.90	4,607.31	67
	Range 67 Annual Salary	43,319.40	45,485.16	47,759.52	50,147.52	52,654.80	55,287.72	
No Job Classification Assigned								
68	Range 68 Monthly Salary	3,646.04	3,828.34	4,019.76	4,220.76	4,431.78	4,653.36	68
	Range 68 Annual Salary	43,752.48	45,940.08	48,237.12	50,649.12	53,181.36	55,840.32	
Event Services Technician Student Accounts Technician								
69	Range 69 Monthly Salary	3,682.49	3,866.63	4,059.97	4,262.96	4,476.10	4,699.89	69
	Range 69 Annual Salary	44,189.88	46,399.56	48,719.64	51,155.52	53,713.20	56,398.68	
Account Clerk I Administrative Specialist I Admissions and Records Clerk II Admissions and Records Specialist II Clerical Specialist International Student Services Specialist Printing Services Specialist								
70	Range 70 Monthly Salary	3,719.31	3,905.30	4,100.56	4,305.59	4,520.87	4,746.91	70
	Range 70 Annual Salary	44,631.72	46,863.60	49,206.72	51,667.08	54,250.44	56,962.92	
Assistant Curriculum Specialist								
71	Range 71 Monthly Salary	3,756.52	3,944.34	4,141.57	4,348.64	4,566.07	4,794.36	71
	Range 71 Annual Salary	45,078.24	47,332.08	49,698.84	52,183.68	54,792.84	57,532.32	
Caseworker/Intervention Specialist Library Technician Mentor Coordinator Parking Officer Student Services Program Specialist I								
72	Range 72 Monthly Salary	3,794.09	3,983.79	4,182.99	4,392.15	4,611.74	4,842.32	72
	Range 72 Annual Salary	45,529.08	47,805.48	50,195.88	52,705.80	55,340.88	58,107.84	
Lead Mail Room Operator								

Learning Lab Assistant								
73	Range 73 Monthly Salary	3,832.04	4,023.65	4,224.83	4,436.08	4,657.87	4,890.76	73
	Range 73 Annual Salary	45,984.48	48,283.80	50,697.96	53,232.96	55,894.44	58,689.12	
Printing Services Technician								
74	Range 74 Monthly Salary	3,870.35	4,063.88	4,267.07	4,480.44	4,704.46	4,939.67	74
	Range 74 Annual Salary	46,444.20	48,766.56	51,204.84	53,765.28	56,453.52	59,276.04	
No Job Classification Assigned								
75	Range 75 Monthly Salary	3,909.07	4,104.51	4,309.75	4,525.22	4,751.49	4,989.06	75
	Range 75 Annual Salary	46,908.84	49,254.12	51,717.00	54,302.64	57,017.88	59,868.72	
Administrative Specialist II								
76	Range 76 Monthly Salary	3,948.15	4,145.56	4,352.84	4,570.47	4,799.00	5,038.95	76
	Range 76 Annual Salary	47,377.80	49,746.72	52,234.08	54,845.64	57,588.00	60,467.40	
No Job Classification Assigned								
77	Range 77 Monthly Salary	3,987.64	4,187.01	4,396.37	4,616.18	4,846.99	5,089.35	77
	Range 77 Annual Salary	47,851.68	50,244.12	52,756.44	55,394.16	58,163.88	61,072.20	
Medical Assistant Parking/Security Technician								
78	Range 78 Monthly Salary	4,027.51	4,228.88	4,440.32	4,662.35	4,895.46	5,140.24	78
	Range 78 Annual Salary	48,330.12	50,746.56	53,283.84	55,948.20	58,745.52	61,682.88	
Veterans Service Specialist								
79	Range 79 Monthly Salary	4,067.80	4,271.18	4,484.72	4,708.98	4,944.43	5,191.65	79
	Range 79 Annual Salary	48,813.60	51,254.16	53,816.64	56,507.76	59,333.16	62,299.80	
Account Clerk II Admissions & Records Computer Technician Alternate Media Specialist Buyer Child Development Workforce Initiative Grant Specialist (Eliminated 7/11/16) Computer Facilities Assistant Early Child Development Specialist I Help Desk Support Technician Laboratory Technician - Arts Laboratory Technician - Astronomy Laboratory Technician - Business and Computer Information Laboratory Technician - Digital Arts Laboratory Technician - DSP&S Laboratory Technician - Earth Sciences Laboratory Technician - Foods Laboratory Technician - Math Activities Resource Center Laboratory Technician - Mathematics and Computer Sciences Laboratory Technician - Natural Sciences Laboratory Technician - Photography Laboratory Technician - Physical Science and Engineering Laboratory Technician - Radio Laboratory Technician - Registered Vet Technician Laboratory Technician - Theater Laboratory Technician - Welding Laboratory Technician I - Biology Laboratory Technician I - Chemistry Lead Library Technician Lead Printing Services Technician Office Supervisor, ESL Office Supervisor, RHORC Office Supervisor, SBDC Project/Program Specialist Skills Lab Technician Student Center Specialist Student Services Program Specialist II Teaching Assistant Television Production Specialist Web Developer								

80	Range 80 Monthly Salary	4,108.46	4,313.87	4,529.57	4,756.05	4,993.86	5,243.57	80
	Range 80 Annual Salary	49,301.52	51,766.44	54,354.84	57,072.60	59,926.32	62,922.84	
No Job Classification Assigned								
81	Range 81 Monthly Salary	4,149.54	4,357.02	4,574.89	4,803.63	5,043.81	5,295.98	81
	Range 81 Annual Salary	49,794.48	52,284.24	54,898.68	57,643.56	60,525.72	63,551.76	
Accommodations Specialist Administrative Specialist III Admissions and Records Specialist III Construction Projects Specialist Equipment Assistant Facilities Specialist Financial Aid Specialist Financial Aid Technician Lead International Students Specialist Public Information Assistant Publications Technician Specialist: Contract Services - CalWORKs Student Relations Specialist Student Services Outreach Specialist								
82	Range 82 Monthly Salary	4,181.05	4,400.60	4,620.62	4,851.65	5,094.24	5,348.95	82
	Range 82 Annual Salary	50,172.60	52,807.20	55,447.44	58,219.80	61,130.88	64,187.40	
No Job Classification Assigned								
83	Range 83 Monthly Salary	4,232.94	4,444.61	4,666.84	4,900.17	5,145.18	5,402.43	83
	Range 83 Annual Salary	50,795.28	53,335.32	56,002.08	58,802.04	61,742.16	64,829.16	
No Job Classification Assigned								
84	Range 84 Monthly Salary	4,275.29	4,489.03	4,713.51	4,949.17	5,196.62	5,456.46	84
	Range 84 Annual Salary	51,303.48	53,868.36	56,562.12	59,390.04	62,359.44	65,477.52	
No Job Classification Assigned								
85	Range 85 Monthly Salary	4,318.03	4,533.93	4,760.65	4,998.66	5,248.60	5,511.04	85
	Range 85 Annual Salary	51,816.36	54,407.16	57,127.80	59,983.92	62,983.20	66,132.48	
No Job Classification Assigned								
86	Range 86 Monthly Salary	4,361.22	4,579.28	4,808.25	5,048.67	5,301.09	5,566.14	86
	Range 86 Annual Salary	52,334.64	54,951.36	57,699.00	60,584.04	63,613.08	66,793.68	
Laboratory Technician II - Biology Laboratory Technician II - Chemistry								
87	Range 87 Monthly Salary	4,404.85	4,625.07	4,856.35	5,099.16	5,354.10	5,621.81	87
	Range 87 Annual Salary	52,858.20	55,500.84	58,276.20	61,189.92	64,249.20	67,461.72	
Specialist, ESL Instructional Support								
88	Range 88 Monthly Salary	4,448.88	4,671.33	4,904.89	5,150.14	5,407.65	5,678.04	88
	Range 88 Annual Salary	53,386.56	56,055.96	58,858.68	61,801.68	64,891.80	68,136.48	
Accompanist Account Clerk III Administrative Specialist IV Advancement Services Specialist Athletic Eligibility Specialist Benefits Specialist Career Services Specialist Communications Specialist Coordinator, Help Desk Coordinator, Learning Lab Coordinator, Patron Services Early Child Development Specialist II Fiscal Technician II Lead Computer Facilities Assistant Library and Learning Resources Computer Technician Media Services Coordinator Public Safety Officer Registration Specialist Risk Management Specialist Scholarship Program Specialist Senior Buyer								

Sports Publicist Technician, Audio Visual Repair Tutorial Services Specialist								
89	Range 89 Monthly Salary	4,493.37	4,718.04	4,953.94	5,201.63	5,461.72	5,734.79	89
	Range 89 Annual Salary	53,920.44	56,616.48	59,447.28	62,419.56	65,540.64	68,817.48	
Lead Event Services Technician								
90	Range 90 Monthly Salary	4,538.31	4,765.21	5,003.48	5,253.67	5,616.35	5,791.18	90
	Range 90 Annual Salary	54,459.72	57,182.52	60,041.76	63,044.04	67,396.20	69,494.16	
No Job Classification Assigned								
91	Range 91 Monthly Salary	4,583.69	4,812.88	5,053.51	5,306.22	5,571.52	5,850.11	91
	Range 91 Annual Salary	55,004.28	57,754.56	60,642.12	63,674.64	66,858.24	70,201.32	
No Job Classification Assigned								
92	Range 92 Monthly Salary	4,629.53	4,861.02	5,104.05	5,356.26	2,627.22	5,908.57	92
	Range 92 Annual Salary	55,554.36	58,332.24	61,248.60	64,275.12	31,526.64	70,902.84	
No Job Classification Assigned								
93	Range 93 Monthly Salary	4,675.82	4,909.62	5,155.10	5,412.86	5,683.49	5,967.67	93
	Range 93 Annual Salary	56,109.84	58,915.44	61,861.20	64,954.32	68,201.88	71,612.04	
Small Business Development Center Assistant								
94	Range 94 Monthly Salary	4,722.59	4,958.73	5,206.65	5,466.98	5,740.31	6,027.35	94
	Range 94 Annual Salary	56,671.08	59,504.76	62,479.80	65,603.76	68,883.72	72,328.20	
No Job Classification Assigned								
95	Range 95 Monthly Salary	4,769.81	5,008.31	5,258.71	5,521.65	5,797.73	6,087.63	95
	Range 95 Annual Salary	57,237.72	60,099.72	63,104.52	66,259.80	69,572.76	73,051.56	
Coordinator, Assessment Center Coordinator, Assistive Technology Coordinator, Learning Assistance Resource Center (LARC) Coordinator, Printing Services Coordinator, Project Program Coordinator, Supplemental Instruction Program Coordinator, Writing Services Educational Advisor Equipment Technician Fiscal Specialist Grants Specialist Information Technology Specialist KSAK Operations Coordinator Procurement Specialist Transfer Specialist Upward Bound Academic Specialist								
96	Range 96 Monthly Salary	4,718.51	5,058.38	5,311.31	5,576.87	5,855.71	6,148.49	96
	Range 96 Annual Salary	56,622.12	60,700.56	63,735.72	66,922.44	70,268.52	73,781.88	
Interpreter Specialist Lead Computer Operator Research Assistant								
97	Range 97 Monthly Salary	4,865.70	5,108.96	5,364.41	5,632.66	5,914.30	6,210.00	97
	Range 97 Annual Salary	58,388.40	61,307.52	64,372.92	67,591.92	70,971.60	74,520.00	
No Job Classification Assigned								
98	Range 98 Monthly Salary	4,914.34	5,160.06	5,418.05	5,688.96	5,973.43	6,272.09	98
	Range 98 Annual Salary	58,972.08	61,920.72	65,016.60	68,267.52	71,681.16	75,265.08	
Graphics Designer Lead Printing Services								
99	Range 99 Monthly Salary	4,963.48	5,211.65	5,472.24	5,745.83	6,033.15	6,334.79	99
	Range 99 Annual Salary	59,561.76	62,539.80	65,666.88	68,949.96	72,397.80	76,017.48	
No Job Classification Assigned								
100	Range 100 Monthly Salary	5,013.11	5,263.76	5,526.97	5,803.31	6,093.47	6,398.14	100
	Range 100 Annual Salary	60,157.32	63,165.12	66,323.64	69,639.72	73,121.64	76,777.68	
No Job Classification Assigned								
101	Range 101 Monthly Salary	5,063.23	5,316.41	5,582.22	5,861.33	6,154.40	6,462.12	101
	Range 101 Annual Salary	60,758.76	63,796.92	66,986.64	70,335.96	73,852.80	77,545.44	
No Job Classification Assigned								

102	Range 102 Monthly Salary	5,113.88	5,369.57	5,638.05	5,919.95	6,215.95	6,526.74	102
	Range 102 Annual Salary	61,366.56	64,434.84	67,656.60	71,039.40	74,591.40	78,320.88	
No Job Classification Assigned								
103	Range 103 Monthly Salary	5,165.02	5,423.28	5,694.43	5,979.16	6,278.10	6,592.02	103
	Range 103 Annual Salary	61,980.24	65,079.36	68,333.16	71,749.92	75,337.20	79,104.24	
Specialist: Job Placement, DSP&S (Temp.)								
104	Range 104 Monthly Salary	5,216.66	5,477.48	5,751.37	6,038.94	6,340.89	6,657.94	104
	Range 104 Annual Salary	62,599.92	65,729.76	69,016.44	72,467.28	76,090.68	79,895.28	
Administrative Noncredit Curriculum Specialist								
105	Range 105 Monthly Salary	5,268.83	5,532.28	5,808.88	6,099.32	6,404.31	6,724.52	105
	Range 105 Annual Salary	63,225.96	66,387.36	69,706.56	73,191.84	76,851.72	80,694.24	
Applications Training Specialist Athletic Trainer Coordinator, Budget and Accounting Coordinator, CARE Coordinator, Payroll Coordinator, Student Activities High School Outreach Coordinator Office Supervisor, Welcome Back Program Staff Nurse Vocational Outreach Specialist								
106	Range 106 Monthly Salary	5,321.51	5,587.61	5,866.97	6,160.31	6,468.34	6,791.76	106
	Range 106 Annual Salary	63,858.12	67,051.32	70,403.64	73,923.72	77,620.08	81,501.12	
No Job Classification Assigned								
107	Range 107 Monthly Salary	5,374.73	5,643.47	5,925.64	6,221.93	6,533.02	6,859.68	107
	Range 107 Annual Salary	64,496.76	67,721.64	71,107.68	74,663.16	78,396.24	82,316.16	
Coordinator, Audio Visual Systems Coordinator, Computer Facilities Coordinator, Multimedia Educational Research Assessment Analyst Information Technology Support Technician Research Analyst Telecommunications Technician								
108	Range 108 Monthly Salary	5,428.47	5,699.90	5,984.91	6,284.15	6,598.34	6,928.28	108
	Range 108 Annual Salary	65,141.64	68,398.80	71,818.92	75,409.80	79,180.08	83,139.36	
Master Carpenter/Stage Manager Master Electrician Theatrical Audio Engineer								
109	Range 109 Monthly Salary	5,482.76	5,756.91	6,044.76	6,347.00	6,664.33	6,997.55	109
	Range 109 Annual Salary	65,793.12	69,082.92	72,537.12	76,164.00	79,971.96	83,970.60	
Coordinator, CalWORKs Coordinator, Career Services Projects Coordinator, Student Veterans Services & Scholarships								
110	Range 110 Monthly Salary	5,537.60	5,814.46	6,105.21	6,410.47	6,730.99	7,067.53	110
	Range 110 Annual Salary	66,451.20	69,773.52	73,262.52	76,925.64	80,771.88	84,810.36	
No Job Classification Assigned								
111	Range 111 Monthly Salary	5,592.99	5,872.61	6,166.25	6,474.56	6,798.28	7,138.20	111
	Range 111 Annual Salary	67,115.88	70,471.32	73,995.00	77,694.72	81,579.36	85,658.40	
No Job Classification Assigned								
112	Range 112 Monthly Salary	5,648.90	5,931.35	6,227.91	6,539.33	6,866.27	7,209.59	112
	Range 112 Annual Salary	67,786.80	71,176.20	74,734.92	78,471.96	82,395.24	86,515.08	
Coordinator, Adult Basic Education Coordinator, Education for Older Adults Coordinator, English as a Second Language Coordinator, Health and Fitness Coordinator, High School Program Coordinator, Language Learning Center Coordinator, Noncredit Student Coordinator, Vocational English as a Second Language (VESL) Curriculum Specialist Supervisor, Admissions & Records								

Supervisor, Emeritus Program Supervisor, Financial Aid Supervisor, Health Occupations & Resource Lab Supervisor, VESL								
113	Range 113 Monthly Salary	5,705.40	5,990.66	6,290.20	6,604.70	6,934.93	7,281.69	113
	Range 113 Annual Salary	68,464.80	71,887.92	75,482.40	79,256.40	83,219.16	87,380.28	
No Job Classification Assigned								
114	Range 114 Monthly Salary	5,762.45	6,050.58	6,353.09	6,670.76	7,004.29	7,354.50	114
	Range 114 Annual Salary	69,149.40	72,606.96	76,237.08	80,049.12	84,051.48	88,254.00	
Computer Support Specialist Coordinator, Computer Services Lead Telecommunications Support Technician Web Designer Web Support Specialist Webmaster								
115	Range 115 Monthly Salary	5,820.07	6,111.07	6,416.63	6,737.45	7,074.33	7,428.06	115
	Range 115 Annual Salary	69,840.84	73,332.84	76,999.56	80,849.40	84,891.96	89,136.72	
No Job Classification Assigned								
116	Range 116 Monthly Salary	5,878.27	6,172.17	6,480.79	6,804.82	7,145.07	7,502.32	116
	Range 116 Annual Salary	70,539.24	74,066.04	77,769.48	81,657.84	85,740.84	90,027.84	
No Job Classification Assigned								
117	Range 117 Monthly Salary	5,937.05	6,233.90	6,545.58	6,872.86	7,216.52	7,577.34	117
	Range 117 Annual Salary	71,244.60	74,806.80	78,546.96	82,474.32	86,598.24	90,928.08	
No Job Classification Assigned								
118	Range 118 Monthly Salary	5,996.42	6,296.23	6,611.05	6,941.61	7,288.68	7,653.11	118
	Range 118 Annual Salary	71,957.04	75,554.76	79,332.60	83,299.32	87,464.16	91,837.32	
Coordinator, Grants Coordinator, Health Careers Resource Center Coordinator, Special Projects-Technology & Health Lead Broadcast and Audio Technician								
119	Range 119 Monthly Salary	6,056.37	6,359.19	6,677.16	7,011.03	7,361.58	7,729.66	119
	Range 119 Annual Salary	72,676.44	76,310.28	80,125.92	84,132.36	88,338.96	92,755.92	
No Job Classification Assigned								
120	Range 120 Monthly Salary	6,116.95	6,422.78	6,743.93	7,081.14	7,435.19	7,806.95	120
	Range 120 Annual Salary	73,403.40	77,073.36	80,927.16	84,973.68	89,222.28	93,683.40	
Business Analyst								
121	Range 121 Monthly Salary	6,178.11	6,487.03	6,811.37	7,151.94	7,509.53	7,885.03	121
	Range 121 Annual Salary	74,137.32	77,844.36	81,736.44	85,823.28	90,114.36	94,620.36	
No Job Classification Assigned								
122	Range 122 Monthly Salary	6,239.89	6,551.87	6,879.48	7,223.46	7,584.62	7,963.85	122
	Range 122 Annual Salary	74,878.68	78,622.44	82,553.76	86,681.52	91,015.44	95,566.20	
No Job Classification Assigned								
123	Range 123 Monthly Salary	6,302.29	6,617.39	6,948.26	7,295.69	7,660.49	8,043.50	123
	Range 123 Annual Salary	75,627.48	79,408.68	83,379.12	87,548.28	91,925.88	96,522.00	
No Job Classification Assigned								
124	Range 124 Monthly Salary	6,385.30	6,683.57	7,017.75	7,368.64	7,737.06	8,123.92	124
	Range 124 Annual Salary	76,623.60	80,202.84	84,213.00	88,423.68	92,844.72	97,487.04	
Academic Applications Systems Specialist Academic Network Administrator Admissions and Records Systems Analyst Coordinator, Graphic Design Coordinator, Marketing & Communication Coordinator, Online Learning Support Center Coordinator, Professional & Organizational Development Educational Technology Coordinator Financial Aid Systems Analyst Financial Aid Systems Programmer Instructional Designer Lead Information Technology Support Technician Mental Health Clinician Senior Research Analyst								

Senior Systems Analyst/Programmer								
Systems Analyst/Programmer								
Systems Programmer								
125	Range 125 Monthly Salary	6,428.96	6,750.41	7,087.93	7,442.32	7,814.45	8,205.18	125
	Range 125 Annual Salary	77,147.52	81,004.92	85,055.16	89,307.84	93,773.40	98,462.16	
No Job Classification Assigned								
126	Range 126 Monthly Salary	6,493.26	6,817.91	7,158.81	7,516.74	7,892.57	8,287.21	126
	Range 126 Annual Salary	77,919.12	81,814.92	85,905.72	90,200.88	94,710.84	99,446.52	
Lead Interpreter								
Project Administrator								
Registered Nurse Practitioner								
Senior Systems Analyst								
127	Range 127 Monthly Salary	6,558.18	6,886.11	7,230.39	7,591.92	7,971.51	8,370.09	127
	Range 127 Annual Salary	78,698.16	82,633.32	86,764.68	91,103.04	95,658.12	100,441.08	
No Job Classification Assigned								
128	Range 128 Monthly Salary	6,623.76	6,954.96	7,302.71	7,667.83	8,051.22	8,453.79	128
	Range 128 Annual Salary	79,485.12	83,459.52	87,632.52	92,013.96	96,614.64	101,445.48	
No Job Classification Assigned								
129	Range 129 Monthly Salary	6,690.01	7,024.50	7,375.74	7,744.52	8,131.72	8,538.32	129
	Range 129 Annual Salary	80,280.12	84,294.00	88,508.88	92,934.24	97,580.64	102,459.84	
No Job Classification Assigned								
130	Range 130 Monthly Salary	6,756.91	7,094.76	7,449.49	7,821.97	8,213.05	8,623.72	130
	Range 130 Annual Salary	81,082.92	85,137.12	89,393.88	93,863.64	98,556.60	103,484.64	
Senior Systems Integrator								
131	Range 131 Monthly Salary	6,824.48	7,165.69	7,523.98	7,900.19	8,295.19	8,709.95	131
	Range 131 Annual Salary	81,893.76	85,988.28	90,287.76	94,802.28	99,542.28	104,519.40	
No Job Classification Assigned								
132	Range 132 Monthly Salary	6,892.72	7,237.35	7,599.23	7,979.19	8,378.12	8,797.06	132
	Range 132 Annual Salary	82,712.64	86,848.20	91,190.76	95,750.28	100,537.44	105,564.72	
No Job Classification Assigned								
133	Range 133 Monthly Salary	6,961.66	7,309.72	7,675.22	8,058.99	8,461.92	8,885.03	133
	Range 133 Annual Salary	83,539.92	87,716.64	92,102.64	96,707.88	101,543.04	106,620.36	
No Job Classification Assigned								
134	Range 134 Monthly Salary	7,031.26	7,382.82	7,751.97	8,139.57	8,546.54	8,973.88	134
	Range 134 Annual Salary	84,375.12	88,593.84	93,023.64	97,674.84	102,558.48	107,686.56	
Enterprise Network Administrator								
135	Range 135 Monthly Salary	7,101.57	7,456.65	7,829.49	8,220.99	8,632.01	9,063.59	135
	Range 135 Annual Salary	85,218.84	89,479.80	93,953.88	98,651.88	103,584.12	108,763.08	
No Job Classification Assigned								
136	Range 136 Monthly Salary	7,172.59	7,531.21	7,907.77	8,303.19	8,718.31	9,154.24	136
	Range 136 Annual Salary	86,071.08	90,374.52	94,893.24	99,638.28	104,619.72	109,850.88	
No Job Classification Assigned								
137	Range 137 Monthly Salary	7,244.30	7,606.53	7,986.85	8,386.22	8,805.49	9,245.78	137
	Range 137 Annual Salary	86,931.60	91,278.36	95,842.20	100,634.64	105,665.88	110,949.36	
No Job Classification Assigned								
138	Range 138 Monthly Salary	7,316.75	7,682.60	8,066.73	8,470.07	8,893.57	9,338.24	138
	Range 138 Annual Salary	87,801.00	92,191.20	96,800.76	101,640.84	106,722.84	112,058.88	
No Job Classification Assigned								
139	Range 139 Monthly Salary	7,389.90	7,759.42	8,147.38	8,554.77	8,982.50	9,431.62	139
	Range 139 Annual Salary	88,678.80	93,113.04	97,768.56	102,657.24	107,790.00	113,179.44	
No Job Classification Assigned								
140	Range 140 Monthly Salary	7,463.81	7,837.00	8,228.86	8,640.33	9,072.31	9,525.95	140
	Range 140 Annual Salary	89,565.72	94,044.00	98,746.32	103,683.96	108,867.72	114,311.40	
Database Administrator								
141	Range 141 Monthly Salary	7,538.45	7,915.37	8,311.14	8,726.70	9,163.03	9,621.18	141
	Range 141 Annual Salary	90,461.40	94,984.44	99,733.68	104,720.40	109,956.36	115,134.16	
No Job Classification Assigned								
142	Range 142 Monthly Salary	7,613.83	7,994.53	8,394.26	8,813.97	9,254.67	9,717.40	142
	Range 142 Annual Salary	91,365.96	95,934.36	100,731.12	105,767.64	111,056.04	116,608.80	
No Job Classification Assigned								

143	Range 143 Monthly Salary	7,689.97	8,074.47	8,478.19	8,902.10	9,347.21	9,814.56	143
	Range 143 Annual Salary	92,279.64	96,893.64	101,738.28	106,825.20	112,166.52	117,774.72	
No Job Classification Assigned								
144	Range 144 Monthly Salary	7,766.87	8,155.21	8,562.98	8,991.13	9,440.69	9,912.73	144
	Range 144 Annual Salary	93,202.44	97,862.52	102,755.76	107,893.56	113,288.28	118,952.76	
Enterprise Network Security Analyst								

LONGEVITY:

- After 10 years = 3.5% above base
 - After 15 years = An additional 5% (compounded as 8.68% above base salary)
 - After 20 years = An additional 3.5% (compounded as 12.48% above base salary)
 - After 25 years = An additional 3.5% (compounded as 16.42% above base salary)
 - After 30 years = An additional 3.5% (compounded as 20.49% above base salary)
- Board Approved October 12, 2016

SALARY SCHEDULE OF ASSIGNMENTS FOR CSEA, CHAPTER 651 EMPLOYEES

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
34	Range 34 Monthly Salary	3,163.68	3,322.19	3,484.57	3,664.58	3,852.40	4,038.25	34
	Range 34 Annual Salary	37,964.16	39,866.28	41,814.84	43,974.96	46,228.80	48,459.00	
Custodian								
35	Range 35 Monthly Salary	3,196.96	3,361.29	3,521.76	3,703.70	3,885.63	4,077.39	35
	Range 35 Annual Salary	38,363.52	40,335.48	42,261.12	44,444.40	46,627.56	48,928.68	
No Job Classification Assigned								
36	Range 36 Monthly Salary	3,228.25	3,388.69	3,556.95	3,738.93	3,920.86	4,118.49	36
	Range 36 Annual Salary	38,739.00	40,664.28	42,683.40	44,867.16	47,050.32	49,421.88	
No Job Classification Assigned								
37	Range 37 Monthly Salary	3,259.57	3,423.92	3,590.22	3,766.31	3,963.96	4,165.43	37
	Range 37 Annual Salary	39,114.84	41,087.04	43,082.64	45,195.72	47,567.52	49,985.16	
No Job Classification Assigned								
38	Range 38 Monthly Salary	3,286.98	3,461.07	3,636.27	3,807.39	4,003.03	4,208.49	38
	Range 38 Annual Salary	39,443.76	41,532.84	43,695.24	45,888.68	48,036.36	50,501.88	
No Job Classification Assigned								
39	Range 39 Monthly Salary	3,324.12	3,488.47	3,674.36	3,854.35	4,049.97	4,243.70	39
	Range 39 Annual Salary	39,889.44	41,861.64	44,092.32	46,252.20	48,599.64	50,924.40	
Grounds and Horticultural Technician - Campus								
40	Range 40 Monthly Salary	3,361.29	3,525.65	3,705.65	3,885.63	4,081.30	4,282.82	40
	Range 40 Annual Salary	40,335.48	42,307.80	44,467.80	46,627.56	48,975.60	51,393.84	
No Job Classification Assigned								
41	Range 41 Monthly Salary	3,390.67	3,564.78	3,742.80	3,922.81	4,120.45	4,329.79	41
	Range 41 Annual Salary	40,688.04	42,777.36	44,913.60	47,073.72	49,445.40	51,957.48	
No Job Classification Assigned								
42	Range 42 Monthly Salary	3,425.86	3,590.22	3,774.13	3,967.80	4,167.38	4,370.85	42
	Range 42 Annual Salary	41,110.32	43,082.64	45,289.56	47,613.60	50,008.56	52,450.20	
No Job Classification Assigned								
43	Range 43 Monthly Salary	3,463.06	3,633.27	3,809.34	4,006.96	4,210.44	4,413.90	43
	Range 43 Annual Salary	41,556.72	43,599.24	45,712.08	48,083.52	50,525.28	52,966.80	
No Job Classification Assigned								
44	Range 44 Monthly Salary	3,496.31	3,674.36	3,856.27	4,051.96	4,251.55	4,456.97	44
	Range 44 Annual Salary	41,955.72	44,092.32	46,275.24	48,623.52	51,018.60	53,483.64	
Grounds and Horticultural Technician - Athletic and Sports Fields Warehouse Worker I								
45	Range 45 Monthly Salary	3,527.62	3,705.65	3,891.54	4,089.11	4,288.71	4,500.00	45
	Range 45 Annual Salary	42,331.44	44,467.80	46,698.48	49,069.32	51,464.52	54,000.00	
No Job Classification Assigned								
46	Range 46 Monthly Salary	3,570.66	3,748.68	3,924.79	4,126.30	4,333.68	4,544.98	46
	Range 46 Annual Salary	42,847.92	44,984.16	47,097.48	49,515.60	52,004.16	54,539.76	
Grounds Heavy Equipment Operator Lead Custodian Refuse and Recyclable Collector								

47	Range 47 Monthly Salary	3,594.11	3,785.87	3,969.79	4,169.35	4,374.78	4,599.78	47
	Range 47 Annual Salary	43,129.32	45,430.44	47,637.48	50,032.20	52,497.36	55,197.36	
Irrigation Specialist								
48	Range 48 Monthly Salary	3,635.20	3,813.27	4,012.82	4,212.39	4,421.73	4,640.89	48
	Range 48 Annual Salary	43,622.40	45,759.24	48,153.84	50,548.68	53,060.76	55,690.68	
No Job Classification Assigned								
49	Range 49 Monthly Salary	3,676.29	3,858.26	4,051.96	4,253.47	4,460.88	4,681.96	49
	Range 49 Annual Salary	44,115.48	46,299.12	48,623.52	51,041.64	53,530.56	56,183.52	
No Job Classification Assigned								
50	Range 50 Monthly Salary	3,707.60	3,893.48	4,089.11	4,292.61	4,501.94	4,732.83	50
	Range 50 Annual Salary	44,491.20	46,721.76	49,069.32	51,511.32	54,023.28	56,793.96	
No Job Classification Assigned								
51	Range 51 Monthly Salary	3,750.65	3,936.50	4,128.24	4,337.62	4,554.78	4,781.73	51
	Range 51 Annual Salary	45,007.80	47,238.00	49,538.88	52,051.44	54,657.36	57,380.76	
Horticulture Production Assistant								
52	Range 52 Monthly Salary	3,789.80	3,977.59	4,171.30	4,376.73	4,603.69	4,832.60	52
	Range 52 Annual Salary	45,477.60	47,731.08	50,055.60	52,520.76	55,244.28	57,991.20	
Lead Grounds and Horticultural Technician								
53	Range 53 Monthly Salary	3,821.09	4,012.82	4,214.37	4,423.71	4,650.67	4,885.47	53
	Range 53 Annual Salary	45,853.08	48,153.84	50,572.44	53,084.52	55,808.04	58,625.64	
No Job Classification Assigned								
54	Range 54 Monthly Salary	3,862.18	4,053.89	4,261.29	4,464.78	4,693.68	4,928.48	54
	Range 54 Annual Salary	46,346.16	48,646.68	51,135.48	53,577.36	56,324.16	59,141.76	
Warehouse Worker II								
55	Range 55 Monthly Salary	3,903.28	4,093.01	4,294.56	4,511.74	4,738.68	4,975.43	55
	Range 55 Annual Salary	46,839.36	49,116.12	51,534.72	54,140.88	56,864.16	59,705.16	
No Job Classification Assigned								
56	Range 56 Monthly Salary	3,938.45	4,136.09	4,339.58	4,558.69	4,783.71	5,026.28	56
	Range 56 Annual Salary	47,261.40	49,633.08	52,074.96	54,704.28	57,404.52	60,315.36	
No Job Classification Assigned								
57	Range 57 Monthly Salary	3,979.56	4,177.17	4,386.51	4,607.60	4,834.56	5,077.17	57
	Range 57 Annual Salary	47,754.72	50,126.04	52,638.12	55,291.20	58,014.72	60,926.04	
Horse Trainer								
58	Range 58 Monthly Salary	4,014.79	4,220.20	4,427.59	4,652.59	4,889.35	5,128.05	58
	Range 58 Annual Salary	48,177.48	50,642.40	53,131.08	55,831.08	58,672.20	61,536.60	
No Job Classification Assigned								
59	Range 59 Monthly Salary	4,055.91	4,265.21	4,472.63	4,701.54	4,932.38	5,182.80	59
	Range 59 Annual Salary	48,670.92	51,182.52	53,671.56	56,418.48	59,188.56	62,193.60	
No Job Classification Assigned								
60	Range 60 Monthly Salary	4,098.92	4,304.35	4,521.51	4,740.66	4,977.40	5,235.66	60
	Range 60 Annual Salary	49,187.04	51,652.20	54,258.12	56,887.92	59,728.80	62,827.92	
No Job Classification Assigned								
61	Range 61 Monthly Salary	4,138.04	4,341.50	4,560.64	4,789.57	5,028.27	5,282.61	61
	Range 61 Annual Salary	49,656.48	52,098.00	54,727.68	57,474.84	60,339.24	63,391.32	
No Job Classification Assigned								
62	Range 62 Monthly Salary	4,179.14	4,392.37	4,611.50	4,840.46	5,079.10	5,337.39	62
	Range 62 Annual Salary	50,149.68	52,708.44	55,338.00	58,085.52	60,949.20	64,048.68	
No Job Classification Assigned								
63	Range 63 Monthly Salary	4,222.17	4,433.47	4,656.53	4,891.30	5,131.97	5,388.24	63
	Range 63 Annual Salary	50,666.04	53,201.64	55,878.36	58,695.60	61,583.64	64,658.88	
No Job Classification Assigned								
64	Range 64 Monthly Salary	4,269.12	4,482.37	4,705.44	4,938.26	5,184.77	5,439.12	64
	Range 64 Annual Salary	51,229.44	53,788.44	56,465.28	59,259.12	62,217.24	65,269.44	
Lead Irrigation Specialist Lead Landscape Chemical Specialist - Campus Grounds and Sports Fields								
65	Range 65 Monthly Salary	4,308.31	4,523.51	4,742.61	4,981.33	5,237.62	5,497.82	65
	Range 65 Annual Salary	51,699.72	54,282.12	56,911.32	59,775.96	62,851.44	65,973.84	
No Job Classification Assigned								
66	Range 66 Monthly Salary	4,343.49	4,570.41	4,797.39	5,032.18	5,286.49	5,550.67	66
	Range 66 Annual Salary	52,121.88	54,844.92	57,568.68	60,386.16	63,437.88	66,608.04	
No Job Classification Assigned								

67	Range 67 Monthly Salary	4,398.26	4,613.47	4,844.37	5,083.02	5,343.25	5,605.44	67
	Range 67 Annual Salary	52,779.12	55,361.64	58,132.44	60,996.24	64,119.00	67,265.28	
No Job Classification Assigned								
68	Range 68 Monthly Salary	4,437.37	4,658.46	4,893.25	5,137.80	5,392.19	5,666.11	68
	Range 68 Annual Salary	53,248.44	55,901.52	58,719.00	61,653.60	64,706.28	67,993.32	
No Job Classification Assigned								
69	Range 69 Monthly Salary	4,486.30	4,711.29	4,940.23	5,186.74	5,445.02	5,720.85	69
	Range 69 Annual Salary	53,835.60	56,535.48	59,282.76	62,240.88	65,340.24	68,650.20	
No Job Classification Assigned								
70	Range 70 Monthly Salary	4,531.31	4,756.31	4,985.22	5,239.56	5,501.72	5,775.65	70
	Range 70 Annual Salary	54,375.72	57,075.72	59,822.64	62,874.72	66,020.64	69,307.80	
No Job Classification Assigned								
71	Range 71 Monthly Salary	4,576.30	4,803.26	5,034.12	5,294.34	5,558.49	5,832.40	71
	Range 71 Annual Salary	54,915.60	57,639.12	60,409.44	63,532.08	66,701.88	69,988.80	
Carpenter Electrician HVAC Mechanic Locksmith Mechanic Painter Plumber Preventative Maintenance, A/C and Heating Mechanic Skilled Trades Craft Worker								
72	Range 72 Monthly Salary	4,615.43	4,848.26	5,088.91	5,345.22	5,613.27	5,893.03	72
	Range 72 Annual Salary	55,385.16	58,179.12	61,066.92	64,142.64	67,359.24	70,716.36	
No Job Classification Assigned								
73	Range 73 Monthly Salary	4,664.37	4,895.22	5,141.75	5,398.01	5,668.07	5,949.77	73
	Range 73 Annual Salary	55,972.44	58,742.64	61,701.00	64,776.12	68,016.84	71,397.24	
No Job Classification Assigned								
74	Range 74 Monthly Salary	4,713.26	4,942.16	5,192.59	5,458.69	5,722.84	6,008.46	74
	Range 74 Annual Salary	56,559.12	59,305.92	62,311.08	65,504.28	68,674.08	72,101.52	
No Job Classification Assigned								
75	Range 75 Monthly Salary	4,758.27	4,998.88	5,241.53	5,505.65	5,785.44	6,069.13	75
	Range 75 Annual Salary	57,099.24	59,986.56	62,898.36	66,067.80	69,425.28	72,829.56	
No Job Classification Assigned								
76	Range 76 Monthly Salary	4,805.22	5,045.90	5,300.20	5,560.44	5,840.22	6,131.76	76
	Range 76 Annual Salary	57,662.64	60,550.80	63,602.40	66,725.28	70,082.64	73,581.12	
Animal Farm Operations Specialist Horticulture Operations Specialist Lead Carpenter Lead Electrician Lead HVAC Mechanic Lead Locksmith Lead Mechanic Lead Painter Lead Plumber Lead Skilled Trades Craft Worker								
77	Range 77 Monthly Salary	4,852.18	5,092.83	5,355.02	5,619.11	5,895.00	6,188.46	77
	Range 77 Annual Salary	58,226.16	61,113.96	64,260.24	67,429.32	70,740.00	74,261.52	
No Job Classification Assigned								
78	Range 78 Monthly Salary	4,901.10	5,147.61	5,403.89	5,677.85	5,957.62	6,256.93	78
	Range 78 Annual Salary	58,813.20	61,771.32	64,846.68	68,134.20	71,491.44	75,083.16	
Building Automation Technician								
79	Range 79 Monthly Salary	4,957.83	5,194.54	5,460.64	5,732.62	6,012.39	6,317.61	79
	Range 79 Annual Salary	59,493.96	62,334.48	65,527.68	68,791.44	72,148.68	75,811.32	
No Job Classification Assigned								
80	Range 80 Monthly Salary	5,002.82	5,255.20	5,519.37	5,787.36	6,084.78	6,386.09	80
	Range 80 Annual Salary	60,033.84	63,062.40	66,232.44	69,448.32	73,017.36	76,633.08	
No Job Classification Assigned								
81	Range 81 Monthly Salary	5,053.71	5,308.04	5,564.37	5,846.10	6,135.66	6,446.72	81
	Range 81 Annual Salary	60,644.52	63,696.48	66,772.44	70,153.20	73,627.92	77,360.64	

Coordinator, Warehouse Theater Arts Technical Support								
82	Range 82 Monthly Salary	5,096.76	5,360.85	5,625.01	5,908.69	6,202.17	6,519.15	82
	Range 82 Annual Salary	61,161.12	64,330.20	67,500.12	70,904.28	74,426.04	78,229.80	
No Job Classification Assigned								
83	Range 83 Monthly Salary	5,149.56	5,405.88	5,679.78	5,963.48	6,264.81	6,577.82	83
	Range 83 Annual Salary	61,794.72	64,870.56	68,157.36	71,561.76	75,177.72	78,933.84	
No Job Classification Assigned								
84	Range 84 Monthly Salary	5,204.33	5,464.55	5,734.57	6,026.09	6,325.42	6,642.39	84
	Range 84 Annual Salary	62,451.96	65,574.60	68,814.84	72,313.08	75,905.04	79,708.68	
No Job Classification Assigned								
85	Range 85 Monthly Salary	5,259.12	5,521.31	5,791.30	6,086.74	6,388.50	6,705.00	85
	Range 85 Annual Salary	63,109.44	66,255.72	69,495.60	73,040.88	76,662.00	80,460.00	
No Job Classification Assigned								
86	Range 86 Monthly Salary	5,311.97	5,580.00	5,850.03	6,141.51	6,450.66	6,769.55	86
	Range 86 Annual Salary	63,743.64	66,960.00	70,200.36	73,698.12	77,407.92	81,234.60	
No Job Classification Assigned								
87	Range 87 Monthly Salary	5,362.83	5,628.93	5,910.65	6,213.91	6,525.01	6,845.88	87
	Range 87 Annual Salary	64,353.96	67,547.16	70,927.80	74,566.92	78,300.12	82,150.56	
No Job Classification Assigned								
88	Range 88 Monthly Salary	5,417.63	5,681.76	8,967.40	6,274.57	6,579.79	6,914.34	88
	Range 88 Annual Salary	65,011.56	68,181.12	107,608.80	75,294.84	78,957.48	82,972.08	
No Job Classification Assigned								
89	Range 89 Monthly Salary	5,468.48	5,738.52	6,035.84	6,331.32	6,648.26	6,978.91	89
	Range 89 Annual Salary	65,621.76	68,862.24	72,430.08	75,975.84	79,779.12	83,746.92	
No Job Classification Assigned								
90	Range 90 Monthly Salary	5,523.29	5,801.06	6,088.69	6,397.81	6,712.84	7,051.29	90
	Range 90 Annual Salary	66,279.48	69,612.72	73,064.28	76,773.72	80,554.08	84,615.48	
No Job Classification Assigned								
91	Range 91 Monthly Salary	5,581.96	5,857.81	6,159.14	6,458.49	6,787.19	7,117.80	91
	Range 91 Annual Salary	66,983.52	70,293.72	73,909.68	77,501.88	81,446.28	85,413.60	
No Job Classification Assigned								

LONGEVITY:

- After 10 years = 5% above base
 - After 15 years = An additional 5% (compounded as 10.25% above base salary)
 - After 20 years = An additional 5% (compounded as 15.77% above base salary)
 - After 25 years = An additional 5% (compounded as 21.56% above base salary)
 - After 30 years = An additional 5% (compounded as 27.63% above base salary)
- Board Approved December 14, 2016

SALARY SCHEDULE OF ASSIGNMENTS FOR CONFIDENTIAL EMPLOYEES

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
45	Range 45 Monthly Salary	3,938.00	4,135.00	4,341.00	4,558.00	4,786.00	5,027.00	45
	Range 45 Annual Salary	47,256.00	49,620.00	52,092.00	54,696.00	57,432.00	60,324.00	
No Job Classification Assigned								
46	Range 46 Monthly Salary	3,976.00	4,176.00	4,383.00	4,603.00	4,834.00	5,075.00	46
	Range 46 Annual Salary	47,712.00	50,112.00	52,596.00	55,236.00	58,008.00	60,900.00	
No Job Classification Assigned								
47	Range 47 Monthly Salary	4,015.00	4,217.00	4,426.00	4,648.00	4,881.00	5,126.00	47
	Range 47 Annual Salary	48,180.00	50,604.00	53,112.00	55,776.00	58,572.00	61,512.00	
No Job Classification Assigned								
48	Range 48 Monthly Salary	4,058.00	4,258.00	4,473.00	4,699.00	4,930.00	5,176.00	48
	Range 48 Annual Salary	48,696.00	51,096.00	53,676.00	56,388.00	59,160.00	62,112.00	
No Job Classification Assigned								
49	Range 49 Monthly Salary	4,097.00	4,304.00	4,516.00	4,742.00	4,980.00	5,229.00	49
	Range 49 Annual Salary	49,164.00	51,648.00	54,192.00	56,904.00	59,760.00	62,748.00	
No Job Classification Assigned								
50	Range 50 Monthly Salary	4,139.00	4,345.00	4,562.00	4,790.00	5,030.00	5,280.00	50
	Range 50 Annual Salary	49,668.00	52,140.00	54,744.00	57,480.00	60,360.00	63,360.00	
No Job Classification Assigned								

51	Range 51 Monthly Salary	4,179.00	4,387.00	4,608.00	4,837.00	5,079.00	5,333.00	51
	Range 51 Annual Salary	50,148.00	52,644.00	55,296.00	58,044.00	60,948.00	63,996.00	
No Job Classification Assigned								
52	Range 52 Monthly Salary	4,220.00	4,432.00	4,653.00	4,887.00	5,132.00	5,387.00	52
	Range 52 Annual Salary	50,640.00	53,184.00	55,836.00	58,644.00	61,584.00	64,644.00	
No Job Classification Assigned								
53	Range 53 Monthly Salary	4,264.00	4,477.00	4,703.00	4,936.00	5,181.00	5,443.00	53
	Range 53 Annual Salary	51,168.00	53,724.00	56,436.00	59,232.00	62,172.00	65,316.00	
No Job Classification Assigned								
54	Range 54 Monthly Salary	4,307.00	4,521.00	4,747.00	4,984.00	5,235.00	5,496.00	54
	Range 54 Annual Salary	51,684.00	54,252.00	56,964.00	59,808.00	62,820.00	65,952.00	
No Job Classification Assigned								
55	Range 55 Monthly Salary	4,349.00	4,567.00	4,793.00	5,035.00	5,285.00	5,551.00	55
	Range 55 Annual Salary	52,188.00	54,804.00	57,516.00	60,420.00	63,420.00	66,612.00	
No Job Classification Assigned								
56	Range 56 Monthly Salary	4,391.00	4,613.00	4,844.00	5,084.00	5,339.00	5,606.00	56
	Range 56 Annual Salary	52,692.00	55,356.00	58,128.00	61,008.00	64,068.00	67,272.00	
No Job Classification Assigned								
57	Range 57 Monthly Salary	4,436.00	4,656.00	4,890.00	5,136.00	5,392.00	5,663.00	57
	Range 57 Annual Salary	53,232.00	55,872.00	58,680.00	61,632.00	64,704.00	67,956.00	
No Job Classification Assigned								
58	Range 58 Monthly Salary	4,482.00	4,706.00	4,939.00	5,186.00	5,447.00	5,720.00	58
	Range 58 Annual Salary	53,784.00	56,472.00	59,268.00	62,232.00	65,364.00	68,640.00	
No Job Classification Assigned								
59	Range 59 Monthly Salary	5,626.00	4,752.00	4,991.00	5,240.00	5,500.00	5,776.00	59
	Range 59 Annual Salary	67,512.00	57,024.00	59,892.00	62,880.00	66,000.00	69,312.00	
Human Resources Technician								
60	Range 60 Monthly Salary	4,571.00	4,800.00	5,040.00	5,289.00	5,555.00	5,833.00	60
	Range 60 Annual Salary	54,852.00	57,600.00	60,480.00	63,468.00	66,660.00	69,996.00	
No Job Classification Assigned								
61	Range 61 Monthly Salary	4,618.00	4,847.00	5,090.00	5,343.00	5,611.00	5,893.00	61
	Range 61 Annual Salary	55,416.00	58,164.00	61,080.00	64,116.00	67,332.00	70,716.00	
No Job Classification Assigned								
62	Range 62 Monthly Salary	4,663.00	4,896.00	5,141.00	5,397.00	5,668.00	5,952.00	62
	Range 62 Annual Salary	55,956.00	58,752.00	61,692.00	64,764.00	68,016.00	71,424.00	
No Job Classification Assigned								
63	Range 63 Monthly Salary	4,710.00	4,943.00	5,192.00	5,450.00	5,724.00	6,010.00	63
	Range 63 Annual Salary	56,520.00	59,316.00	62,304.00	65,400.00	68,688.00	72,120.00	
No Job Classification Assigned								
64	Range 64 Monthly Salary	4,757.00	4,994.00	5,245.00	5,506.00	5,721.00	6,071.00	64
	Range 64 Annual Salary	57,084.00	59,928.00	62,940.00	66,072.00	68,652.00	72,852.00	
No Job Classification Assigned								
65	Range 65 Monthly Salary	4,803.00	5,044.00	5,295.00	5,560.00	5,840.00	6,131.00	65
	Range 65 Annual Salary	57,636.00	60,528.00	63,540.00	66,720.00	70,080.00	73,572.00	
No Job Classification Assigned								
66	Range 66 Monthly Salary	4,852.00	5,096.00	5,349.00	5,615.00	5,897.00	6,192.00	66
	Range 66 Annual Salary	58,224.00	61,152.00	64,188.00	67,380.00	70,764.00	74,304.00	
No Job Classification Assigned								
67	Range 67 Monthly Salary	4,902.00	5,146.00	5,404.00	5,672.00	5,957.00	6,254.00	67
	Range 67 Annual Salary	58,824.00	61,752.00	64,848.00	68,064.00	71,484.00	75,048.00	
No Job Classification Assigned								
68	Range 68 Monthly Salary	5,948.00	5,197.00	5,457.00	5,730.00	6,018.00	6,317.00	68
	Range 68 Annual Salary	71,376.00	62,364.00	65,484.00	68,760.00	72,216.00	75,804.00	
No Job Classification Assigned								
69	Range 69 Monthly Salary	5,000.00	5,249.00	5,513.00	5,786.00	6,078.00	6,380.00	69
	Range 69 Annual Salary	60,000.00	62,988.00	66,156.00	69,432.00	72,936.00	76,560.00	
Human Resources Specialist								
70	Range 70 Monthly Salary	5,049.00	5,300.00	5,565.00	5,845.00	6,137.00	6,444.00	70
	Range 70 Annual Salary	60,588.00	63,600.00	66,780.00	70,140.00	73,644.00	77,328.00	
No Job Classification Assigned								

71	Range 71 Monthly Salary	5,101.00	5,355.00	5,622.00	5,902.00	6,199.00	6,508.00	71
	Range 71 Annual Salary	61,212.00	64,260.00	67,464.00	70,824.00	74,388.00	78,096.00	
No Job Classification Assigned								
72	Range 72 Monthly Salary	5,151.00	5,407.00	5,678.00	5,961.00	6,259.00	6,572.00	72
	Range 72 Annual Salary	61,812.00	64,884.00	68,136.00	71,532.00	75,108.00	78,864.00	
No Job Classification Assigned								
73	Range 73 Monthly Salary	5,203.00	5,461.00	5,735.00	6,023.00	6,323.00	6,639.00	73
	Range 73 Annual Salary	62,436.00	65,532.00	68,820.00	72,276.00	75,876.00	79,668.00	
Executive Assistant I								
74	Range 74 Monthly Salary	5,255.00	5,519.00	5,791.00	6,083.00	6,387.00	6,707.00	74
	Range 74 Annual Salary	63,060.00	66,228.00	69,492.00	72,996.00	76,644.00	80,484.00	
No Job Classification Assigned								
75	Range 75 Monthly Salary	5,308.00	5,571.00	5,849.00	6,143.00	6,450.00	6,773.00	75
	Range 75 Annual Salary	63,696.00	66,852.00	70,188.00	73,716.00	77,400.00	81,276.00	
No Job Classification Assigned								
76	Range 76 Monthly Salary	5,360.00	5,629.00	5,909.00	6,205.00	6,515.00	6,841.00	76
	Range 76 Annual Salary	64,320.00	67,548.00	70,908.00	74,460.00	78,180.00	82,092.00	
No Job Classification Assigned								
77	Range 77 Monthly Salary	5,414.00	5,682.00	5,968.00	6,264.00	6,580.00	6,910.00	77
	Range 77 Annual Salary	64,968.00	68,184.00	71,616.00	75,168.00	78,960.00	82,920.00	
No Job Classification Assigned								
78	Range 78 Monthly Salary	5,467.00	5,740.00	6,028.00	6,330.00	6,647.00	6,978.00	78
	Range 78 Annual Salary	65,604.00	68,880.00	72,336.00	75,960.00	79,764.00	83,736.00	
No Job Classification Assigned								
79	Range 79 Monthly Salary	5,524.00	5,798.00	6,087.00	6,392.00	6,713.00	7,048.00	79
	Range 79 Annual Salary	66,288.00	69,576.00	73,044.00	76,704.00	80,556.00	84,576.00	
No Job Classification Assigned								
80	Range 80 Monthly Salary	5,577.00	5,855.00	6,149.00	6,457.00	6,779.00	7,117.00	80
	Range 80 Annual Salary	66,924.00	70,260.00	73,788.00	77,484.00	81,348.00	85,404.00	
No Job Classification Assigned								
81	Range 81 Monthly Salary	5,635.00	5,915.00	6,212.00	6,521.00	6,846.00	7,188.00	81
	Range 81 Annual Salary	67,620.00	70,980.00	74,544.00	78,252.00	82,152.00	86,256.00	
No Job Classification Assigned								
82	Range 82 Monthly Salary	5,689.00	5,974.00	6,272.00	6,586.00	6,915.00	7,263.00	82
	Range 82 Annual Salary	68,268.00	71,688.00	75,264.00	79,032.00	82,980.00	87,156.00	
No Job Classification Assigned								
83	Range 83 Monthly Salary	5,746.00	6,034.00	6,335.00	6,653.00	6,985.00	7,332.00	83
	Range 83 Annual Salary	68,952.00	72,408.00	76,020.00	79,836.00	83,820.00	87,984.00	
No Job Classification Assigned								
84	Range 84 Monthly Salary	5,805.00	6,094.00	6,398.00	6,719.00	7,055.00	7,408.00	84
	Range 84 Annual Salary	69,660.00	73,128.00	76,776.00	80,628.00	84,660.00	88,896.00	
No Job Classification Assigned								
85	Range 85 Monthly Salary	5,864.00	6,155.00	6,461.00	6,784.00	7,126.00	7,481.00	85
	Range 85 Annual Salary	70,368.00	73,860.00	77,532.00	81,408.00	85,512.00	89,772.00	
Executive Assistant II								
86	Range 86 Monthly Salary	5,921.00	6,218.00	6,527.00	6,855.00	7,196.00	7,558.00	86
	Range 86 Annual Salary	71,052.00	74,616.00	78,324.00	82,260.00	86,352.00	90,696.00	
No Job Classification Assigned								
87	Range 87 Monthly Salary	5,979.00	6,279.00	6,593.00	6,923.00	7,269.00	7,632.00	87
	Range 87 Annual Salary	71,748.00	75,348.00	79,116.00	83,076.00	87,228.00	91,584.00	
No Job Classification Assigned								
88	Range 88 Monthly Salary	6,040.00	6,340.00	6,657.00	6,990.00	7,342.00	7,708.00	88
	Range 88 Annual Salary	72,480.00	76,080.00	79,884.00	83,880.00	88,104.00	92,496.00	
No Job Classification Assigned								
89	Range 89 Monthly Salary	6,100.00	6,403.00	6,726.00	7,060.00	7,414.00	7,785.00	89
	Range 89 Annual Salary	73,200.00	76,836.00	80,712.00	84,720.00	88,968.00	93,420.00	
No Job Classification Assigned								
90	Range 90 Monthly Salary	6,162.00	6,467.00	6,791.00	7,134.00	7,488.00	7,861.00	90
	Range 90 Annual Salary	73,944.00	77,604.00	81,492.00	85,608.00	89,856.00	94,332.00	
No Job Classification Assigned								

91	Range 91 Monthly Salary	6,224.00	6,533.00	6,861.00	7,204.00	7,563.00	7,942.00	91
	Range 91 Annual Salary	74,688.00	78,396.00	82,332.00	86,448.00	90,756.00	95,304.00	
No Job Classification Assigned								
92	Range 92 Monthly Salary	6,285.00	6,599.00	6,929.00	7,274.00	7,640.00	8,022.00	92
	Range 92 Annual Salary	75,420.00	79,188.00	83,148.00	87,288.00	91,680.00	96,264.00	
No Job Classification Assigned								
93	Range 93 Monthly Salary	6,347.00	6,663.00	6,997.00	7,349.00	7,713.00	8,102.00	93
	Range 93 Annual Salary	76,164.00	79,956.00	83,964.00	88,188.00	92,556.00	97,224.00	
No Job Classification Assigned								
94	Range 94 Monthly Salary	6,411.00	6,732.00	7,066.00	7,420.00	7,793.00	8,180.00	94
	Range 94 Annual Salary	76,932.00	80,784.00	84,792.00	89,040.00	93,516.00	98,160.00	
No Job Classification Assigned								
95	Range 95 Monthly Salary	6,475.00	6,799.00	7,139.00	7,496.00	7,872.00	8,264.00	95
	Range 95 Annual Salary	77,700.00	81,588.00	85,668.00	89,952.00	94,464.00	99,168.00	
No Job Classification Assigned								
96	Range 96 Monthly Salary	6,539.00	6,866.00	7,209.00	7,569.00	7,948.00	8,346.00	96
	Range 96 Annual Salary	78,468.00	82,392.00	86,508.00	90,828.00	95,376.00	100,152.00	
No Job Classification Assigned								
97	Range 97 Monthly Salary	6,605.00	6,934.00	7,281.00	7,647.00	8,030.00	8,431.00	97
	Range 97 Annual Salary	79,260.00	83,208.00	87,372.00	91,764.00	96,360.00	101,172.00	
Human Resources Analyst Human Resources Analyst - Position Management								
98	Range 98 Monthly Salary	6,670.00	7,003.00	7,355.00	7,723.00	8,109.00	8,513.00	98
	Range 98 Annual Salary	80,040.00	84,036.00	88,260.00	92,676.00	97,308.00	102,156.00	
No Job Classification Assigned								
99	Range 99 Monthly Salary	6,738.00	7,075.00	7,428.00	7,800.00	8,191.00	8,599.00	99
	Range 99 Annual Salary	80,856.00	84,900.00	89,136.00	93,600.00	98,292.00	103,188.00	
No Job Classification Assigned								
100	Range 100 Monthly Salary	6,805.00	7,146.00	7,502.00	7,879.00	8,271.00	8,686.00	100
	Range 100 Annual Salary	81,660.00	85,752.00	90,024.00	94,548.00	99,252.00	104,232.00	
No Job Classification Assigned								
101	Range 101 Monthly Salary	6,873.00	7,217.00	7,579.00	7,958.00	8,355.00	8,773.00	101
	Range 101 Annual Salary	82,476.00	86,604.00	90,948.00	95,496.00	100,260.00	105,276.00	
No Job Classification Assigned								
102	Range 102 Monthly Salary	6,944.00	7,289.00	7,652.00	8,036.00	8,438.00	8,861.00	102
	Range 102 Annual Salary	83,328.00	87,468.00	91,824.00	96,432.00	101,256.00	106,332.00	
No Job Classification Assigned								
103	Range 103 Monthly Salary	7,010.00	7,363.00	7,730.00	8,115.00	8,522.00	8,957.00	103
	Range 103 Annual Salary	84,120.00	88,356.00	92,760.00	97,380.00	102,264.00	107,484.00	
No Job Classification Assigned								
104	Range 104 Monthly Salary	7,082.00	7,436.00	7,808.00	8,198.00	8,606.00	9,037.00	104
	Range 104 Annual Salary	84,984.00	89,232.00	93,696.00	98,376.00	103,272.00	108,444.00	
Executive Assistant to the President and Board of Trustees								

LONGEVITY:

After 10 years = 3.5% above base

After 15 years = An additional 5% (compounded as 8.68% above base salary)

After 20 years = An additional 3.5% (compounded as 12.48% above base salary)

After 25 years = An additional 3.5% (compounded as 16.42% above base salary)

After 30 years = An additional 3.5% (compounded as 20.49% above base salary)

Boad Approved November 9, 2016

SALARY SCHEDULE OF ASSIGNMENTS FOR SUPERVISORY EMPLOYEES

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
1	Range 1 Monthly Salary	4,238.00	4,451.00	4,655.00	4,871.00	5,077.00	5,179.00	1
	Range 1 Annual Salary	50,856.00	53,412.00	55,860.00	58,452.00	60,924.00	62,148.00	
No Job Classification Assigned								
2	Range 2 Monthly Salary	4,658.00	4,872.00	5,077.00	5,291.00	5,498.00	5,609.00	2
	Range 2 Annual Salary	55,896.00	58,464.00	60,924.00	63,492.00	65,976.00	67,308.00	
No Job Classification Assigned								

3	Range 3 Monthly Salary	5,080.00	5,292.00	5,498.00	5,714.00	5,921.00	6,040.00	3
	Range 3 Annual Salary	60,960.00	63,504.00	65,976.00	68,568.00	71,052.00	72,480.00	
No Job Classification Assigned								
4	Range 4 Monthly Salary	5,501.00	5,715.00	5,921.00	6,136.00	6,341.00	6,468.00	4
	Range 4 Annual Salary	66,012.00	68,580.00	71,052.00	73,632.00	76,092.00	77,616.00	
No Job Classification Assigned								
5	Range 5 Monthly Salary	5,921.00	6,137.00	6,341.00	6,556.00	6,775.00	6,910.00	5
	Range 5 Annual Salary	71,052.00	73,644.00	76,092.00	78,672.00	81,300.00	82,920.00	
Supervisor, Custodial Services Supervisor, Grounds								
6	Range 6 Monthly Salary	6,341.00	6,556.00	6,775.00	6,980.00	7,196.00	7,340.00	6
	Range 6 Annual Salary	76,092.00	78,672.00	81,300.00	83,760.00	86,352.00	88,080.00	
No Job Classification Assigned								
7	Range 7 Monthly Salary	6,775.00	6,980.00	7,196.00	7,409.00	7,614.00	7,768.00	7
	Range 7 Annual Salary	81,300.00	83,760.00	86,352.00	88,908.00	91,368.00	93,216.00	
Supervisor, Broadcast and Presentation Services Supervisor, Public Safety								
8	Range 8 Monthly Salary	7,196.00	7,409.00	7,614.00	7,833.00	8,043.00	8,203.00	8
	Range 8 Annual Salary	86,352.00	88,908.00	91,368.00	93,996.00	96,516.00	98,436.00	
Supervisor, Planetarium and Astronomy Observatory Center								
9	Range 9 Monthly Salary	7,614.00	7,833.00	8,043.00	8,249.00	8,465.00	8,634.00	9
	Range 9 Annual Salary	91,368.00	93,996.00	96,516.00	98,988.00	101,580.00	103,608.00	
Supervisor, Farm								
10	Range 10 Monthly Salary	8,043.00	8,249.00	8,465.00	8,676.00	8,887.00	9,065.00	10
	Range 10 Annual Salary	96,516.00	98,988.00	101,580.00	104,112.00	106,644.00	108,780.00	
No Job Classification Assigned								
11	Range 11 Monthly Salary	8,465.00	8,676.00	8,887.00	9,104.00	9,308.00	9,494.00	11
	Range 11 Annual Salary	101,580.00	104,112.00	106,644.00	109,248.00	111,696.00	113,928.00	
No Job Classification Assigned								
12	Range 12 Monthly Salary	8,887.00	9,104.00	9,308.00	9,516.00	9,722.00	9,916.00	12
	Range 12 Annual Salary	106,644.00	109,248.00	111,696.00	114,192.00	116,664.00	118,992.00	
Supervisor, Application Support and Development Supervisor, Web and Portal								
13	Range 13 Monthly Salary	9,308.00	8,516.00	9,722.00	9,950.00	10,148.00	10,351.00	13
	Range 13 Annual Salary	111,696.00	102,192.00	116,664.00	119,400.00	121,776.00	124,212.00	
No Job Classification Assigned								
14	Range 14 Monthly Salary	9,722.00	9,950.00	10,148.00	10,363.00	10,582.00	10,794.00	14
	Range 14 Annual Salary	116,664.00	119,400.00	121,776.00	124,356.00	126,984.00	129,528.00	
No Job Classification Assigned								
15	Range 15 Monthly Salary	10,148.00	10,363.00	10,582.00	10,786.00	11,000.00	11,219.00	15
	Range 15 Annual Salary	121,776.00	124,356.00	126,984.00	129,432.00	132,000.00	134,628.00	
No Job Classification Assigned								

LONGEVITY:

- After 10 years = 3.5% above base
- After 15 years = An additional 5% (compounded as 8.68% above base salary)
- After 20 years = An additional 3.5% (compounded as 12.48% above base salary)
- After 25 years = An additional 3.5% (compounded as 16.42% above base salary)
- After 30 years = An additional 3.5% (compounded as 20.49% above base salary)

SALARY SCHEDULE OF ASSIGNMENTS FOR MANAGEMENT EMPLOYEES

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
4	Range 4 Monthly Salary	5,501	5,715	5,921	6,137	6,341	6,468	4
	Range 4 Annual Salary	66,012	68,580	71,052	73,644	76,092	77,616	
No Job Classification Assigned								
5	Range 5 Monthly Salary	5,921	6,137	6,341	6,556	6,775	6,910	5
	Range 5 Annual Salary	71,052	73,644	76,092	78,672	81,300	82,920	
No Job Classification Assigned								
6	Range 6 Monthly Salary	6,341	6,556	6,775	6,980	7,196	7,340	6
	Range 6 Annual Salary	76,092	78,672	81,300	83,760	86,352	88,080	
Assistant Director, Child								

Assistant Director, Writing Center Manager, Bursar's Office								
7	Range 7 Monthly Salary	6,775	6,980	7,196	7,409	7,614	7,768	7
	Range 7 Annual Salary	81,300	83,760	86,352	88,908	91,368	93,216	
Manager, English as a Second Language Instructional Support Manager, Tutorial Services Sergeant, Police-Public Safety								
8	Range 8 Monthly Salary	7,196	7,409	7,614	7,833	8,043	8,203	8
	Range 8 Annual Salary	86,352	88,908	91,368	93,996	96,516	98,436	
Director, Development and Alumni Relations Manager, Environmental Safety and Emergency Services Manager, Facilities Projects								
9	Range 9 Monthly Salary	7,614	7,833	8,043	8,249	8,465	8,634	9
	Range 9 Annual Salary	91,368	93,996	96,516	98,988	101,580	103,608	
Director, AANAPISI Director, Aspire Director, Grounds and Transportation Director, High School Outreach Judicial Affairs Officer Manager Custodial Services Manager, Financial Aid and Manager, Student Services								
10	Range 10 Monthly Salary	8,043	8,249	8,465	8,676	8,887	9,065	10
	Range 10 Annual Salary	96,516	98,988	101,580	104,112	106,644	108,780	
Assistant Director, Adult Basic Director, Honors Program Director, Writing Center Manager, Energy Services Manager, Facilities Support								
11	Range 11 Monthly Salary	8,465	8,676	8,887	9,104	9,308	9,494	11
	Range 11 Annual Salary	100,572	103,080	105,588	108,168	110,592	112,800	
Deputy Chief, Public Safety Director, CalWORKs Director, Child Development								
12	Range 12 Monthly Salary	8,887	9,104	9,308	9,516	9,722	9,916	12
	Range 12 Annual Salary	106,644	109,248	111,696	114,192	116,664	118,992	
No Job Classification Assigned								
13	Range 13 Monthly Salary	9,308	9,516	9,722	9,950	10,148	10,351	13
	Range 13 Annual Salary	111,696	114,192	116,664	119,400	121,776	124,212	
Assistant Director, Admissions and Records Assistant Director, Facilities Planning and Management Assistant Director, Financial Aid Assistant Director, Student Course Identification (C-ID) Grant Operations Director Director, Accounting Director, Career and Transfer Director, Center of Excellence Director, Deaf and Hard of Director, International Students Director, Title V Grant Director, TRiO Programs Manager, Professional Development and Employee Services								
14	Range 14 Monthly Salary	9,722	9,950	10,148	10,363	10,582	10,794	14
	Range 14 Annual Salary	116,664	119,400	121,776	124,356	126,984	129,528	
Director, Public Affairs Executive Director, Development Manager, Construction Projects Manager, Technical Services								
15	Range 15 Monthly Salary	10,148	10,363	10,582	10,786	11,000	11,219	15
	Range 15 Annual Salary	121,776	124,356	126,984	129,432	132,000	134,628	

Director, Adult Basic Education Director, Assessment and Director, Budget and Financial Director, Community and Director, Education for Older Adults and Adults with Disabilities Programs Director, English as a Second Language and Intercultural Programs Director, EOPS and CARE Director, Grants Director, Learning Assistance Director, Payroll Director, Purchasing Director, Student Health Services Director, Student Life Senior Facilities Planner								
16	Range 16 Monthly Salary	10,582	10,786	11,000	11,217	11,423	11,650	16
	Range 16 Annual Salary	126,984	129,432	132,000	134,604	137,076	139,800	
Manager, Application Support Manager, Web & Portal Services								
17	Range 17 Monthly Salary	11,000	11,218	11,423	11,636	11,854	12,092	17
	Range 17 Annual Salary	132,000	134,616	137,076	139,632	142,248	145,104	
Assistant Director, Technical Chief, Public Safety Director, Equal Employment Opportunity (EEO) Programs Director, Fiscal Services Director, Human Resources Operations and Employee Services Director, Information Technology Project Implementation/Fiscal Integration Director, Safety and Risk Senior Manager, Construction								
18	Range 18 Monthly Salary	11,423	11,636	11,854	12,064	12,264	12,510	18
	Range 18 Annual Salary	137,076	139,632	142,248	144,768	147,168	150,120	
Assistant Director, Infrastructure and Data Security								
19	Range 19 Monthly Salary	11,854	12,064	12,264	12,485	12,692	12,945	19
	Range 19 Annual Salary	142,248	144,768	147,168	149,820	152,304	155,340	
Associate Dean, Arts Associate Dean, Business Associate Dean, Career Education and Workforce Development Associate Dean, Continuing Education Programs and Services Associate Dean, Counseling Associate Dean, Humanities and Social Sciences Associate Dean, Instruction Associate Dean, Kinesiology, Athletics and Dance Associate Dean, Library and Associate Dean, Natural Associate Dean, Student Associate Dean, Technology and Director, Financial Aid Director, Marketing and Director, Research and Institutional Effectiveness								
20	Range 20 Monthly Salary	12,264	12,485	12,692	12,917	13,116	13,377	20
	Range 20 Annual Salary	147,168	149,820	152,304	155,004	157,392	160,524	
Director, Academic Computing Director, Enterprise Application								
21	Range 21 Monthly Salary	12,692	12,917	13,116	13,330	13,535	13,805	21
	Range 21 Annual Salary	152,304	155,004	157,392	159,960	162,420	165,660	
Dean, Arts Dean, Business Dean, Continuing Education Dean, Counseling Dean, Disabled Student Programs and Services Dean, Enrollment Management Dean, Humanities and Social								

	Dean, Instructional Services Dean, Kinesiology, Athletics, and Dean, Library and Learning Dean, Natural Sciences Dean, Student Services Director, Technical Services Dean, Technology and Health Director, Facilities Planning and							
22	Range 22 Monthly Salary	13,116	13,330	13,535	13,750	13,963	14,242	22
	Range 22 Annual Salary	157,392	159,960	162,420	165,000	167,556	170,904	
	No Job Classification Assigned							
23	Range 23 Monthly Salary	13,535	13,750	13,963	14,181	14,385	14,672	23
	Range 23 Annual Salary	162,420	165,000	167,556	170,172	172,620	176,064	
	Associate Vice President, Fiscal Deputy Chief, Technology Officer Executive Dean, Instructional							
24	Range 24 Monthly Salary	13,963	14,171	14,385	14,598	14,808	15,104	24
	Range 24 Annual Salary	167,556	170,052	172,620	175,176	177,696	181,248	
	No Job Classification Assigned							
25	Range 25 Monthly Salary	14,385	14,598	14,808	15,025	15,236	15,540	25
	Range 25 Annual Salary	172,620	175,176	177,696	180,300	182,832	186,480	
	No Job Classification Assigned							
26	Range 26 Monthly Salary	14,808	15,025	15,236	15,440	15,653	15,966	26
	Range 26 Annual Salary	177,696	180,300	182,832	185,280	187,836	191,592	
	No Job Classification Assigned							
27	Range 27 Monthly Salary	15,236	15,440	15,653	15,868	16,076	16,397	27
	Range 27 Annual Salary	182,832	185,280	187,836	190,416	192,912	196,764	
	Chief Technology Officer							
28	Range 28 Monthly Salary	15,653	15,868	16,076	16,293	16,499	16,829	28
	Range 28 Annual Salary	187,836	190,416	192,912	195,516	197,988	201,948	
	No Job Classification Assigned							
29	Range 29 Monthly Salary	16,076	16,293	16,499	16,713	16,921	17,259	29
	Range 29 Annual Salary	192,912	195,516	197,988	200,556	203,052	207,108	
	No Job Classification Assigned							
30	Range 30 Monthly Salary	16,499	16,814	17,138	17,450	17,769	18,124	30
	Range 30 Annual Salary	197,988	201,768	205,656	209,400	213,228	217,488	
	No Job Classification Assigned							

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 After 30 years = An additional 3.5% (compounded as 20.49% above base salary)
 After 35 years = An additional 3.5% (compounded as 24.71% above base salary)
 Board Approved October 12, 2016

SALARY SCHEDULE OF ASSIGNMENTS FOR VICE PRESIDENTS

Effective July 1, 2015 through June 30, 2016

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
1	Range 1 Monthly Salary	16,711.00	17,194.00	17,688.00	18,200.00	18,726.00	19,088.00	1
	Range 1 Annual Salary	200,532.00	206,328.00	212,256.00	218,400.00	224,712.00	229,056.00	
	Vice President, Administrative Services Vice President, Human Resources Vice President, Instruction Vice President, Student Services							

LONGEVITY:

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 After 20 years = An additional 3.5% (compounded as 12.48% above base salary)

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Board Approved October 12, 2016

Project Labor Agreements: What You Need To Know

BY LAN WANG



DMITRY KALINOVSKY/SHUTTERSTOCK

Lan Wang is senior deputy city attorney for the City of Sacramento and can be reached at LWang@cityofsacramento.org.

About Legal Notes

This column is provided as general information and not as legal advice. The law is constantly evolving, and attorneys can and do disagree about what the law requires. Local agencies interested in determining how the law applies in a particular situation should consult their local agency attorneys.

As a result of the Great Recession and drastically reduced revenues, many cities in California are facing unprecedented budget crises.

In awarding municipal contracts, one important consideration is to get the product, service or construction of a public project at the lowest cost. To that end, cities as well as other public entities are generally required to put significant contracts out for competitive bidding and to award the contract to the lowest responsible bidder.¹ Sometimes a decision

is made to require a Project Labor Agreement (PLA), typically described as a pre-hire collective bargaining agreement with one or more labor organizations that establishes terms and conditions of employment for a specific construction project or projects.²

PLAs, also known as Project Stabilization Agreements, are specific to the construction industry because of its unique conditions, including the short-term nature of employment that makes post-hire collective bargaining difficult, the contractor's need for predictable costs and a steady supply of skilled labor, and a longstanding custom of pre-hire bargaining in the industry.³

PLAs are controversial and part of a 200-year-old tradition of dispute about the role of trade unions in America.⁴ In this case, the dispute comes primarily from non-union contractors, who object to PLA requirements that they obtain their labor force from a union hiring hall and who argue that PLAs increase construction costs.⁵

On Oct. 2, 2011, Gov. Jerry Brown signed SB 922 (Steinberg) into law (Chapter 431, Statutes of 2011), which prohibits a charter provision, initiative or ordinance from preventing the governing board of a local public entity⁶ (other than a charter city) from considering a PLA on a project-by-project basis. However, for charter cities that ban PLAs that meet SB 922's provisions, the law withholds state funding for such projects.

The governor's message on signing SB 922 was: "I am signing Senate Bill 922 to prohibit bans on Project Labor Agreements (PLAs). Contrary to what the opponents claim, this bill does not require any local government to adopt a PLA. In fact, this bill preserves the right of all sides to debate what obviously is a hotly contested issue. Seems fair to me — even democratic."⁷

About Project Labor Agreements

Although PLAs have many complex features, the most significant condition in most PLAs is that the unions agree not to strike or engage in other disruptive activities, and the contractors and their subcontractors agree to no lockouts for the duration of the construction project.⁸

Other typical terms of a PLA include:

- Employer or contractor recognition of a particular union or group of unions as the exclusive collective bargaining agent(s) for all employees on the project;
- A promise by the employer or contractor to hire exclusively from union hiring halls, provided that the union controlling this employee referral system may not discriminate on the basis of a worker's union or non-union status;
- A requirement that new employees, within a certain period of time, pay dues to the union for representing their interests before the employer or contractor;
- Provisions related to management's rights; and
- Grievance procedures, wages, hours, and working conditions and schedules, including whether work will take place on weekends and holidays.⁹

The Debate Surrounding PLAs

The history of PLAs in the United States began with several dam projects in the 1930s, including Shasta Dam in California¹⁰ and Hoover Dam in Nevada. However, PLAs remain controversial.

Seven localities in California have banned the use of PLAs. Voter-approved initiatives have banned PLAs in San Diego County and in the cities of Chula Vista and Oceanside.¹¹ Ordinances adopted by the Fresno City Council and boards of supervisors in Orange County, Placer County and Stanislaus County also ban PLAs.¹²

The main argument made by advocates to use PLAs in public sector construction is that PLAs reduce the risk of construction delays and increased costs caused by worker shortages or labor disputes, due to the no-strike provisions

and the use of centralized referral systems or hiring halls to obtain workers.¹³ Advocates also maintain that PLAs foster positive communication channels to address worker concerns, grievances or disputes and resolve them quickly, thereby creating workforce continuity and stability at the job site.¹⁴

Opponents of PLAs argue that they limit competition, raise costs and favor union over non-union contractors and workers.¹⁵ Opponents characterize PLAs as union-only agreements, which make it more difficult for non-union workers to gain employment. Non-union contractors tend to prefer not to be bound by PLAs because these agreements force the non-union contractor to essentially act as a union contractor for the duration of a project by requiring the contractor to pay union wages and contribute to union benefit plans, rather than funding their own plan, and to be bound to unions that are traditionally hostile to them.¹⁶

Legal Considerations

Opponents of PLAs have challenged the right of public entities to use PLAs in public sector construction on two bases: first, pre-emption under the National Labor Relations Act (NLRA); and second, alleging violation of state or local competitive bidding requirements that require public construction contracts to be awarded to the lowest responsible bidder.

Regarding the NLRA pre-emption, the U.S. Supreme Court has affirmed that public entities have the same options as private owners in deciding to use PLAs in construction projects.¹⁷ The NLRA explicitly permits employers in the construction industry — but no other — to enter into pre-hire agreements.¹⁸ In enacting exemptions authorizing PLAs in the construction industry, Congress intended to accommodate conditions specific to the industry, and the court saw no reason to expect that the construction industry's defining features should depend upon the public or private nature of the entity that is purchasing the contracting services. "To the extent that a private purchaser may choose a contractor based upon that contractor's willingness to enter into a pre-hire agreement, a public entity *as purchaser* should be permitted to do the same."¹⁹ Therefore, PLAs that are included as bid specifications for public construction contracts are not pre-empted by the NLRA.

Regarding the allegation that PLAs violate state or local competitive bidding requirements, the various state courts tend to follow similar patterns.²⁰ First, they consider the nature and scope of the project to determine whether the project is such that a PLA might facilitate the completion of the project at the lowest cost and with the best work.²¹ The courts seek to understand whether this is simply a routine project where a PLA might be desirable although not necessary, or whether it is a project of sufficient size, scope, complexity or duration that a PLA is in fact needed.²²

Second, the courts tend to evaluate the agreement itself and the process through which the awarding authority came to see the PLA as necessary.²³ The courts, recognizing that these agreements by their very nature limit competition, look to see whether the PLA serves the broader objectives and purposes of the given state's or local public entity's competitive bidding laws.²⁴ The courts tend to consider why the awarding authority sought a PLA, what goals that authority thought the PLA would serve and whether the drafted language would serve to minimize the agreement's negative effect on competition.²⁵

Consistent with the pattern of analysis noted here, the California Supreme Court has held that PLAs do not violate competitive bidding law and found the use of a PLA to be valid in a public construction project to expand and renovate the San Francisco International Airport.²⁶ The court observed that the purposes of competitive bidding laws are to secure competition, save public funds and guard against favoritism, improvidence and corruption.²⁷

The court concluded that substantial evidence supported the adoption of the PLA bid specification as advancing legitimate governmental interests consistent with competitive bidding laws, including prevention of costly delays and ensuring contractors have access to skilled workers.²⁸ Because the PLA, by its own terms, did not exclude contractors,

union or nonunion, from bidding on the airport project, the court found that it was not anticompetitive.²⁹ With respect to the San Francisco International Airport project, the substantial evidence that supported adoption of the

PLA bid specification included:

- The expected 10-year duration of the project;
- Seventy-seven separate construction contracts interrelated by time and effect;
- An increased project administration cost of \$1.5 million for every month of delay, as well as a \$13 million loss of revenue for the public entity; and
- An unquantifiable loss of tourist revenue to San Francisco that would be caused by delays.³⁰

Finally, the court observed that future challenges to the imposition of PLAs as bid requirements must be reviewed on a case-by-case-basis for consistency with competitive bidding laws.³¹

Conclusion

Any public entity considering the adoption of a PLA bid specification must do so on a case-by-case basis, bearing in mind the competitive bidding laws and the project's specific facts, such as size, scope, complexity, time sensitivity and the costs of delay. Additional considerations include SB 922's prohibition of blanket bans of PLAs by public entities other than charter cities and the fact that for charter cities that have banned PLAs that meet SB 922's provisions, the state withholds funding for such projects.

Footnotes:

¹Public Contract Code § 20162. Section 20162 requires competitive bidding on public work contracts when the expenditure exceeds \$5,000. Charter cities that may not be subject to this statute typically have similar requirements in their charters or municipal codes. A bidder is responsible if it can perform the contract as promised. A bid is responsive if it promises to do what the bidding instructions require. *MCM Construction, Inc. v. City and County of San Francisco* (1998) 66 Cal. App. 4th 359, 368.

²See *Associated Builders & Contractors, Inc. v. San Francisco Airports Com.*, (1999) 21 Cal. 4th 352, 359; *Associated General Contractors of America v. San Diego Unified School Dist.* (2011) 195 Cal. App. 4th 748, 753-754, 763 (finding use of a PSA, which included a requirement that bidders on certain of school district's construction projects employ apprentices trained in a joint labor-management apprenticeship program, valid).

³*Bldg. & Constr. Trades Council v. Associated Builders & Contrs.* (1993) 507 U.S. 218, 231.

⁴"Constructing California: A Review of Project Labor Agreements," p. 2, by Kimberly Johnston-Dodds (California Research Bureau, California State Library 01-010 October 2001). The author of this column takes no position on the debate over PLAs.

⁵*Id.*

⁶"Public entity" means the state, county, city, city and county, district, public authority, public agency, municipal corporation, or any other political subdivision or public corporation in the state. Public Contract Code § 1100.

⁷SB 922 takes effect January 1, 2012. SB 922 provides a caveat for the provision related to withholding state funding: this provision does not become applicable until January 1, 2015 for charter cities that had bans in place prior to November 1, 2011.

⁸3 U. Pa. J. Lab. & Emp. L. 295, 298 (2001) (COMMENT: Project Labor Agreements and Competitive Bidding Statute); "Constructing California: A Review of Project Labor Agreements," *supra*, at pp. 1-3.

⁹3 U. Pa. J. Lab. & Emp. L., supra, at 298; see also the standard PLA developed by the Building and Construction Trades Department, AFL-CIO, ("BCTD"), which can be found at: <http://www.bctd.org/Field-Services/Project-Labor-Agreement.aspx>; "Constructing California: A Review of Project Labor Agreements," pp. 3-4, 14-36 by Kimberly Johnston-Dodds (California Research Bureau, California State Library 01-010 October 2001).

¹⁰"Constructing California: A Review of Project Labor Agreements," supra, at pp. 9-10.

¹¹SB 922 – Bill Analysis.

¹²Id.; see also "Project Labor Revolt," Review & Outlook, July 19, 2011, *The Wall Street Journal*.

¹³"Constructing California: A Review of Project Labor Agreements," supra, at p. 57; see also 3 U. Pa. J. Lab. & Emp. L., supra, at 322, 327-328.

¹⁴"Constructing California: A Review of Project Labor Agreements," supra, at p. 59.

¹⁵3 U. Pa. J. Lab. & Emp. L., supra, at 323.

¹⁶Id.

¹⁷*Bldg. & Constr. Trades Council*, supra, at 231-233.

¹⁸Id., at 230-231.

¹⁹Id., at 231 (italics in original).

²⁰3 U. Pa. J. Lab. & Emp. L. 295, supra, at 321.

²¹Id.

²²Id.

²³Id.

²⁴Id.

²⁵Id.

²⁶*Associated Builders & Contractors, Inc.*, supra, at 358, 369-376. As a charter city, San Francisco enjoys autonomous rule over municipal affairs. The California Supreme Court did not have to determine whether state or local competitive bidding law applied because there was no conflict between state law and the San Francisco Administrative Code. Public Contract Code § 20128 required award to the "lowest responsible bidder," and the San Francisco Administrative Code § 6.1 used the formulation "lowest reliable and responsible bidder." Because there was no conflict, and therefore it would not have had an effect on the outcome of the case, the court did not determine whether the inclusion of the PLA in the airport project bid request involved a matter of statewide concern. Id., at 363-365.

²⁷Id., at 373.

²⁸Id., at 373-374.

²⁹Id., at 367.

³⁰Id., at 358, 373-374.

³¹Id., at 376.



Project Labor Agreements (PLAs) - A Case for California

What is a PLA Project Labor Agreement?

A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement typically negotiated between a project owner, construction manager or general contractor and an appropriate labor organization, usually an area or State Building and Construction Trades Council for the purposes of advancing the economical and efficient completion of the construction project.

That means basic terms and conditions for labor are established in advance for everyone involved in the project: the public sector employer, contractors and subcontractors, and the labor force.

Unlike most pre-hire agreements, PLA's are project specific and last only as long as the project.

A typical PLA includes no-strike, no lock-out agreements and procedures for settling quickly and any problems or disputes that might develop during a project. Consequently, PLA's eliminate hidden costs and cost overruns by eliminating unexpected wage demands or disputes during the life of the project.

Common Myths About PLA's

PLA's require the use of Union Contractors only. FALSE

PLA's never restrict bidding solely to union contractors. In fact, in the \$750 million MWD Reservoir Project 75% of all contracts went to non-union contractors.

PLA'S require the use of union only labor. FALSE

Public-owner PLA's do not exclude non-union labor.

PLA'S are new to public sector construction. FALSE

PLA's have been used for more than 60 years. The Shasta Dam; Cape Kennedy Space Center; Grand Coulee Dam, Los Angeles LRT system, MWD Eastside Reservoir; and the Lawrence Livermore Laboratory, to name just a few, were all built through the use of a PLA.

PLA's force public entities to pay the higher Union wage. FALSE

California law already requires that the prevailing wage be paid on all public works projects.

PLA's discriminate against minorities. FALSE

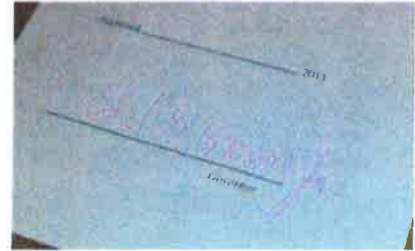
PLA's create a level playing field for all bidders, and the use of joint labor-management apprenticeship programs actually increase minority participation also, some PLA's include provisions targeting job training opportunities at individuals with disadvantaged backgrounds.

U. S. Supreme Court and the California Supreme Court Unanimously Uphold PLA's On Public Projects

The use of PLA's as a construction management tool has been unanimously endorsed by the U. S. Supreme Court as advancing the purposes of Federal Labor Law, and similarly endorsed by the California Supreme Court as consistent with State procurement law policies requiring the selection of the most qualified contractors at the lowest price to do the job in the manner considered best by the public agency.

In short, the courts held the following:

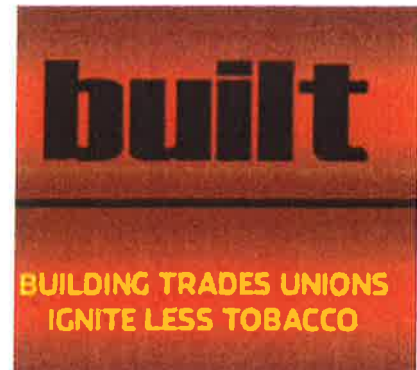
The United States Supreme Court held in *Building Trades Council v. Associated Builders and Contractors*, 507 U.S. 218 (1993), that the use of Project Labor Agreements by public agencies is consistent with the National Labor Relations Act. The unanimous court observed that such agreements are used "to ensure an efficient project that would be completed as quickly and effectively as possible at the lowest cost." 507 U.S. at 232



Governor Jerry Brown has signed Senate Bill 7
[Read More...](#)

SBCTC Reference Toolbox

- Proposed Regulations
- SBCTC Safety & Health Hub
- Apprenticeship
- Links
- Prevailing Wage
- Project Labor Agreements
- Women in the Trades
- High Speed Rail
- BUILT



The California Supreme Court held in *Associated Builders and Contractors v. San Francisco Airports Commission* 21 Cal. 4th 352 (1999), that a public agency may utilize a Project Labor Agreement. The unanimous decision rejected arguments that a Project Labor Agreement is inconsistent with competitive bidding laws or other state constitutional or statutory provisions, and concluded that the San Francisco Airport Commission's decision to require a Project labor Agreement was "in furtherance of legitimate governmental interests . . . these interests include those of preventing costly delays and assuring contractors access to skilled craft workers." 21 Cal 4th at 374.

Economic Advantages To PLA's

- Standardized conditions and predetermined wages which eliminate any uncertainty with respect to supply of and cost of labor for the life of the project.
- Elimination of all work stoppages for the duration of the project which assures productive labor relations.
- Evaluation and re-negotiation, if necessary, of local conditions to meet special needs of a project.
- Reduced likelihood of cost over-runs and change orders as the result of greater certainty of estimated costs.
- Jobs are more likely to be completed on schedule due to the contractors access to an immediate supply of skilled labor.
- Increased productivity and job site safety also results from the skills of workers trained through joint labor-management apprenticeship programs.
- The ability to target training and job opportunities at individuals with disadvantaged backgrounds.
- In some cases, lowered workers' compensation costs through the use of collectively-bargained Alternative Dispute Resolution (ADR) and managed care procedures.

The MWD Experience

** "The uncontroverted evidence establishes that the APL's specialized Workers' Compensation ADR system has resulted in substantial cost-savings."

The MWD's owner-controlled insurance program and specialized workers' compensation ADR system created through a PLA have resulted in the following cost cutting:

- "33% reduction of workers' compensation losses since 1994."

** "\$6.4 million reduction in its workers' compensation premiums, which is \$9 million below the standard (manual) that MWD would have paid without the owner-controlled program."

** "ITT Hartford estimates MWD will save an additional \$5 million to \$7 million through the streamlined medical and claims management process."

** "As a result of the first year's experience under the ADR system, MWD received in excess of \$2 million in returned advance payments on premiums."

** MWD estimates total workers compensation savings between \$20 and \$35 million for the life of the project.

- Source: *California Division of Workers Compensation.*

** Source: *MWD brief to the Court, Associated Builders and Contractors Inc. v. Metropolitan Water District.*

Courts Across the Country Reject Challenges to PLA's

Summary of Court Decisions on Public Project PLAs

Courts at the federal level and in 13 states have issued opinions in litigation challenging the legality of project agreements under the U.S. or state constitutions, and a variety of state procurement and competitive bidding laws. The challenges for the most part have been rejected. The following is

Building and Construction Trades Council, and summarized the courts' activities.

Federal*Phoenix Engineering Inc. v. MKFerguson of Oak Ridge Co.* (6th Cir. 1992), 966 F.2d 1513, cert. denied (1993), 507 U.S. 984, 113 S.Ct. 1577) 123 L.Ed.2d 146 (rejecting assertions that PLA was preempted by the NLRA and that it violated the federal competitive bidding statute).

Alaska*Laborers Local No. 942 v. Lamphin*(Alaska 1998), 956 P.2d 422, 157 LRRM 2985 (rejecting assertions that PLA violated the borough's competitive bidding code and the equal protection takings, and freedom of association clauses of the state constitution).

California*Associated General Contractors of America, San Diego Chapter, Inc. v Metropolitan Water District of Southern California* (9th Cir. 1998), 159 F.3d 1178, 159 LRRM 2588 (rejecting assertion that PLA was preempted by ERISA); *Associated Builders & Contractors Inc, Golden Gate Chapter v San Francisco Airports Commission* (Calif. 1999), 21 Cal. 4th 352, 981 P.2d 499, 87 Cal. Rptr.2d 654, 161 LRRM 3166 (rejecting assertions that IA was precluded by the NLRA and that it violated the freedom of association clause of the U.S. constitution, the equal protection clauses of the U.S. and State Constitutions, and state competitive bidding, labor, and anti-kickback statutes).

Connecticut*Connecticut Associated Builders & Contractors, Inc. v. Anson* (Conn. Supr. Ct. 1998), 1998 WL779563 (rejecting assertion that PIA violated State competitive bidding statute).

Illinois*Colfax Corp. v. Illinois State Toll Highway Authority* (7th Cir. 1996), 79 F.3d 631 (rejecting assertion that PLA was preempted by NLRA).

Massachusetts*Building & Construction Trades Council of the Metropolitan District v. Associated Builders & Contractors of Mass.R.I., Inc.* (1933), 507 U.S. 218, 113 S.Ct. 1190, 122 L.Ed.2d 565 (rejecting assertion that PLA was preempted by the NLRA); *John T. Callahan & Sons, Inc. v. City of Malden* (1999), 430 Mass. 124,713 N.E.2d 955 (rejecting assertion that PLA violated State competitive bidding statute); *Utility Contractors Association of New England, Inc. v. Commissioner's of Mass. Department of Public Works* (Mass. Super. 1996), 153 LRRM 2297 (rejecting assertions that PLA violated State competitive bidding statute, state prevailing wage law, state public employees collective bargaining law, state civil rights law, and state administrative procedures act, that it constituted an unlawful usurpation and delegation of power in violation of the state constitution, and that it violated the due process clause of the State constitution).

Missouri*Hanten v. School District of Riverview Gardens* (8th Cir. 1999), F.3d - - 161 LRRM 2584 (rejecting assertions that PLA violated freedom of association and due process clauses of the U. S. Constitution and State competitive bidding statute).

Nevada*Associated Builders and Contractors, Inc. v. Southern Nevada Water Authority* (Nev. 1999), 979 P.2d 24, 161 LRRM 2537 (rejecting assertions that PLA violated state freedom of association, competitive bidding and right-to-work statutes).

New Jersey*Tormee Const. V. Mercer County Improvements Authority* (N.J. 1995), N.J. 143, 669 A.2d 1369 (while PLAs were not per se illegal under the laws of that state, the PLA at issue was declared invalid because it "impermissibly restricts contractors to a union only workforce", such agreements may be required only in exceptional circumstances).

New York*New York State Chapter Inc., Associated Gen. Contractors of Am. v. New York State Thruway Authority* (N.Y. Ct. App. 1996), 88 N.Y.2d 56,666 N.E.2d 185, 643 N.Y.S.2d 480 (rejecting assertion that PLA violated State competitive bidding statute).

Ohio*State, ex rel. Associated Builders and Contractors, Cent. Ohio Chapter v. Jefferson County Board of Commissioners* (Jefferson App. 1995), 106 Ohio App. 3d 176 (rejecting assertion that PLA violated state competitive bidding statute), appeal denied (1996), 74 Ohio St.3d 1499; *Enertch Electric, Inc. v. Mahoning County Commissioners* (6th Cir. 1996), 85 F.3d 257 (rejecting assertions that PLA violated due process clause of the U.S. Constitution and State competitive bidding statute).

Oregon*Associated Builders and Contractors Inc. v. Tri-County Metropolitan Transportation District of Oregon* (Or. Cir. Ct. 1998), No. 981007174 (rejecting assertion that PLA violated the state competitive bidding statute).

Pennsylvania*A. Pickett Construction Inc. v. Luzern County Convention Center Authority* (Pa. Commw. Ct. 1999), A.2d 1999 WL 652431 (rejecting assertion that PLA violated State competitive

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THE TRUTH ABOUT PROJECT LABOR AGREEMENTS

Exposing wasteful & discriminatory PLA mandates for all construction jobs. Say "NO" to union-only project labor agreements.

GET THE TRUTH

Anti-competitive government-mandated project labor agreements (PLAs) are special interest kickback schemes that end open, fair and competitive bidding on construction projects.

PLAs discourage or eliminate merit shop contractors from competing for and winning contracts for construction projects. Construction contracts subject to PLAs are almost always awarded exclusively to unionized contractors and their all-union workforces. Less competition and archaic and inefficient union rules increase the cost of construction projects subject to PLAs.

According to the most recent data from the U.S. Department of Labor's Bureau of Labor Statistics, only 13.9 percent of the 2014 U.S. private construction workforce belonged to a union. This means PLAs discriminate against more than eight out of 10 construction workers who would work on construction projects if not for a PLA.

The following provisions typically discourage merit shop contractors from working on PLA projects.

- PLAs require merit shop companies to obtain their workers from union hiring halls. This means a merit shop company must exclusively use unfamiliar union workers on specific jobsites instead of their own skilled and experienced employees. In rare instances, merit shop employers can use a limited number of their own employees, but employers must send their nonunion employees to the union hiring hall and hope the union sends the same employees back to that specific PLA jobsite.
- Nonunion employees may have to pay union dues and fees or join a union in order to work on a PLA project, even if they are in a Right-to-Work state.
- Despite the fact contractors have their own benefits plans, PLAs require merit shop contractors to pay their workers' health and retirement benefits to union benefit and pension funds. Thus, companies have to pay benefits twice: once to the union and once to the company plan. Nonunion employees never see any of the benefits from contributions sent to union plans unless they decide to join a union and remain with the union until vested.
- Paying into underfunded and mismanaged union pension plans can expose merit shop contractors to significant pension withdrawal liabilities. Signing a PLA and exposing a company to pension liabilities could bankrupt a contractor or prohibit contractors from qualifying for construction bonds needed to build future projects.
- PLAs require merit shop companies to obtain apprentices exclusively from union apprenticeship programs. Participants in federal and state-approved nonunion apprenticeship programs cannot work on a job covered by a PLA. This means craft professionals enrolled in apprenticeship programs other than those offered by a union are excluded from work in their hometowns.

Learn more about the provisions in typical PLAs and how they harm nonunion contractors and employees at "Understanding Core Workforce Provisions in Project Labor Agreements" (4/7/14) and "Project Labor Agreement Basics: What Is a PLA?" (4/24/09).

PLAs drive up the cost of construction projects. By unnecessarily limiting bidders and following outdated and inefficient union work rules, PLAs consistently and unnecessarily drive up costs on projects. Analysis of numerous academic studies of public construction projects subject to prevailing wage laws indicate PLAs increase the cost of construction between 12 percent and 18 percent when compared to similar projects not subject to union-only PLAs.

PLAs discriminate against merit shop contractors and disadvantaged businesses. This discrimination is particularly harmful to women- and minority-owned construction businesses—whose workers traditionally have been under-represented in unions, mainly due to artificial and societal barriers in union membership and union apprenticeship and training programs. Get the facts about the impact of union-favoring PLAs on women- and minority-owned construction businesses and workers here and here.

PLAs harm local workers. Proponents claim PLAs ensure the use of local workers, but the truth is PLAs fail at local job creation (learn more here). PLA supporters fail to mention the term "local workers" excludes local nonunion workers. This rhetoric is particularly misleading because only 13.9 percent of U.S. construction workers belong to a union. In construction markets where the demand for union labor is greater than the supply, union workers from outside the local area are given preference over qualified local nonunion workers on PLA projects. These union workers are called travelers or boomers, and they take jobs away from qualified nonunion craft employees. Here is recent anecdotal evidence.

PLAs take away employee's rights. Employees normally are permitted to choose whether to join a union through a card check process or a federally supervised private ballot election. PLAs require unions to be the exclusive bargaining representative for workers during the life of the project. The decision to elect union representation is made by the employer —when agreeing to participate in a PLA—rather than the employees. PLAs are called pre-hire agreements because they can be negotiated before the contractor hires any employees or employees vote on union representation. The [National Labor Relations Act](#) (NLRA) generally prohibits pre-hire agreements, but an exception in the law allows for these agreements only in the construction industry. In short, government-mandated PLAs strip away the right of construction workers to a federally supervised private-ballot election or a card check election when deciding whether to unionize their workplace. Learn how PLAs function in Right to Work states [here](#).

PLAs are not necessary to, and are not successful at, ensuring labor peace or keeping a project safe, on time, on budget, or in compliance with labor laws. Unions leverage the threat of labor strikes and unrest to compel construction users to require PLAs on construction projects. This is a particularly disingenuous argument that flirts with blackmail because unions cause many project delays through illegal organizing and jurisdictional disputes. In addition, [unions have struck on PLA projects](#), calling into question the value of the agreements. In contrast, merit shop workers do not strike, yet they are typically discouraged from working on PLA projects.

As documented in the following linked blog posts, government-mandated PLAs do not guarantee a [safe jobsite](#), nor do PLA mandates ensure [compliance with labor laws](#). Some courts have found PLA mandates [violate state and federal competitive bidding laws](#). In fact, [some unions and unionized contractors oppose PLA mandates](#).

A report by ABC general counsel Maury Baskin, [Government-Mandated Project Labor Agreements: The Public Record of Poor Performance \(2011 Edition\)](#), documents the numerous broken promises and mishaps on government-mandated PLA construction projects, such as the infamous [Big Dig in Boston](#). Additional research is available [here](#).

To learn more about PLAs, [contact Ben Brubeck](#) at Associated Builders and Contractors or visit [www.facebook.com/TheTruthAboutPLAs](#) and [@TruthAboutPLAs](#).

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**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: March 8, 2017

CONSENT

SUBJECT: New and/or Revised Management Job Classification Descriptions

BACKGROUND

To reflect the current needs of the College, the following Management job classification descriptions are being submitted as new and/or revised. Please note additions are bold and underlined and deletions are stricken:

- Assistant Director, Public Safety Programs (New);
- Chief Compliance and College Budget Officer (New);
- Director, Public Safety Programs (New);
- Manager, Title IX/Equal Employment Opportunity (EEO) Investigations (New);
- Associate Vice President, Student Services (New);
- Assistant Director, Professional and Organizational Development (New);
- Director, Professional Development (New); and
- Dean, Humanities and Social Sciences.

ANALYSIS AND FISCAL IMPACT

These job classification descriptions are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the New and/or Revised Management Job Classification Descriptions, as presented.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #27</u>

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**ASSISTANT DIRECTOR, PUBLIC SAFETY PROGRAMS
FLSA EXEMPT – M-13**

DEFINITION

Under the administrative direction and oversight of the Director, Public Safety Programs, the Assistant Director plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Mt. SAC Paramedic Program, both on-campus and at off-campus training locations. Provides administrative direction and oversight to Director* and Clinical Coordinator* of the Emergency Medical Technician (EMT) program (*Faculty reassigned positions). Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Paramedic program graduates (post licensure) and EMT program graduates (post certification). Seeks opportunities for collaboration with local agencies and municipalities. Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators. This position requires a thorough working knowledge of various College procedures, board policies, and federal and state regulations. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Public Safety Programs. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification in the Technology and Health Division. The incumbent assists in overseeing, directing, and participating in all activities of the Fire Technology/Firefighter 1 Academy, Administration of Justice programs, and **Paramedic and Emergency Medical Technician** programs (EMS), and serves as Program Director and Clinical Coordinator of the Paramedic Program. Assists in short- and long-term planning, development, and administration of program policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating program work with that of other College departments/programs. Responsibilities include performing and directing many of the program's day-to-day operational functions. This class is distinguished from the Director, Public Safety Programs in that the latter has overall management responsibility for Fire Technology/Firefighter 1 Academy and Administration of Justice Programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as designated Paramedic Program Director, Supervisor, or Manager for the certifying Local EMS Agency (LEMSA). Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Emergency Medical Services (EMS) programs.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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- Acts as a liaison for the College with local, county, and state and federal EMS agencies.
- As required, coordinates with private and governmental agencies in the areas of training, EMS, and similar emergency response activities.
- Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs and job market for EMS program graduates, and seeks opportunities for collaboration with local agencies and municipalities.
- Participates in a variety of committees and meetings related to the EMS programs, which may involve travel outside the College or state.
- Using input derived from faculty, advisory committees, and oversight organizations, **ensures compliance with external accreditation standards for** developing, updating, modifing, or submitting for deletion EMS program and/or curriculum forms and supporting documents so that the programs' courses and degrees meet or exceed all applicable county, state, and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
- Administers the EMS programs' occupational safety program as specified by Cal-OSHA.
- Provides for the day-to-day management and supervision of all EMS programs' students and students' records.
- Complies with local, state, and federal EMS training mandates and recordkeeping standards.
- Ensures that EMS training and personnel records are accurately maintained.
- Implements, reviews, modifies, and complies with EMS program standard operating procedures, guidelines, goals and mission statements.
- In conjunction with the Dean and Director, Public Safety Programs, receives, reviews, investigates, forwards, and/or reports on all EMS student, faculty, and staff complaints.
- As required, approves the timely processing of EMS purchase orders and time records for compliance with the College's policies and procedures and with state and federal codes, regulations, standards, or laws.
- Oversees EMS fund-raising efforts and coordinates with the Mt. SAC Foundation.
- Maintains contracts for EMS clinical sites and/or negotiates for new sites.
- Troubleshoots issues related to facility use.
- Seeks out and applies for grants, donations, and other funds which will supplement the current and future EMS course deliveries.
- Contacts public and private agencies seeking donation of surplus or retired equipment (i.e., expired medications, medical equipment, and supplies).
- Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the EMS programs; approves or prepares work orders for repairs.
- Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators.
- May be required to assist with, or formally serve on, the College's emergency preparedness, safety, crisis management, or similar committees.
- **In collaboration with the Division Dean,** selects, supervises, and evaluates the performance of EMS programs' faculty and staff.
- Updates procedure manuals as needed for EMS professional and paraprofessional staff.
- Resolves personnel issues at the lowest possible level within the organization.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Coordinates faculty assignments in the Emergency Medical Services (EMS) programs.
- In conjunction with the Dean, Technology & Health, Director of Public Safety Programs, and department chair, plans, develops, submits, and modifies current and future EMS course schedules.
- In conjunction with the Dean, Technology & Health, Director, and department chair, plans, develops, submits, and modifies current and future EMS course schedules.
- Ensures that the EMS programs have well-structured websites that include current program, degree, and course information.

QUALIFICATIONS

Knowledge of:

- Federal, state, and College policies, procedures, and regulations related to fire department operations and fire training delivery.
- Federal, state, and College policies, procedures, and regulations related to EMS training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG; CSTI; CAL-EMA; and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- CAA-HEP; CoAEMSP; and LEMSA policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management, and leadership of faculty, staff, and classified personnel.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Computer technology, online course management systems, and technology based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student Learning **Outcomes** (SLO).
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree, and course development/delivery.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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- Techniques for effectively representing the College in contacts with governmental agencies; community groups; and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective, and efficient manner.
- Make sound operational decisions.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local agencies.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Chair committee meetings.
- Interpret and apply College policies and procedures, national safety standards, laws, and regulations.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external to the organization.
- Professionally represent the College and the EMS programs in the local and statewide community.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies, and technology related to overall needs of the program.

Education and Experience:

Per Standard 111.B.1.b., Program Director Qualifications, the program director must:

- 1) Possess a minimum of a Bachelor's degree to direct a Paramedic program from an accredited institution of higher education to direct an Advanced Emergency Medical Technician program;
- 2) Have appropriate medical or allied health education, training, and experience;
- 3) Be knowledgeable about methods of instruction, testing, and evaluation of students;

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- 4) Have field experience in the delivery of out-of-hospital emergency care;
- 5) Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic;
- 6) Be knowledgeable about the current versions of the National EMS Scope of Practice, National EMS Education Standards, and evidenced-informed clinical practice.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and outdoor setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites and off campus training sites (some sites are in rugged terrain); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Must possess the ability to lift, carry, push, and pull equipment, materials, and objects related to the programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and open air environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. In addition, when required, incumbents will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**CHIEF COMPLIANCE AND COLLEGE BUDGET OFFICER
FLSA EXEMPT – M-23**

DEFINITION

Under administrative direction and oversight of the Vice President, Administrative Services, the Chief Compliance and College Budget Officer (CCCBO) ensures that the rules and regulations of local, county, state, and federal laws are followed properly and that the employees are handling transactional processing, reporting, and program requirements within the legal framework of being in compliance. Plans, organizes, manages, and provides recommendations and oversight for compliance and audit functions and activities within the Fiscal Services Department and the College. The CCCBO does not participate in any of the management decision process or accepts any responsibility in the execution of College activities. Coordinates with the Associate Vice President, Fiscal Services (AVPFS) in the development of policies and procedures related to fiscal operations, monitors all financial transactions and activity to maintain compliance, and develops the College budget and timelines. Coordinates through the AVPFS the assignment of support staff for assigned activities related to budgets and compliance. Coordinates through the AVPFS assigned activities with other College divisions, departments, outside agencies, and the public. Fosters cooperative working relationships among the College's divisions and departments; with intergovernmental and regulatory agencies; and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President, Administrative Services, in areas of compliance expertise. The CCCBO reviews management activities that include the design, implementation, and maintenance of a common infrastructure that minimizes risk of non-compliance. The CCCBO keeps the Vice President of Administrative Services apprised of any issue of risk, control, or management practice that may be of significance, as well as the annual budget d processes and outcomes. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

The CCCBO receives administrative direction from the Vice President, Administrative Services, and has the responsibility to advise and provide for corrective action to ensure that strategies and practices are aligned and consistent with the College's objectives and governance policies. In this role the CCCBO complements and supports the AVPFS in staying compliant with various programs which include the integration of activities to effectively manage risk and compliance related activities. The work provides for a wide variety of independent decision-making within legal and general policy and regulatory guidelines. This position has the responsibility for conducting compliance reviews and coordinating external audits involving major financial programs so that the College can remain compliant in all areas of financial operations. The CCCBO works in conjunction with the AVPFS to recommend changes in practices and procedures on financial activity which involve implementation through coordination with the AVPFS, who is the Fiscal Services line administrator to manage staff, managers, and others in meeting compliance objectives.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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CLASS CHARACTERISTICS

This is a Department Head classification that oversees, directs, and participates in all compliance, audit activities, and budget of the Fiscal Services Department units and the College. This class works closely and in coordination with the AVPFS, including short- and long-term planning and the development of departmental policies and procedures. Also, in coordination and conjunction through the AVPFS, provides assistance to the Vice President, Administrative Services, in a variety of coordinative, analytical, and liaison capacities including internal control issues and management practices that may be significant and do not meet compliance requirements. Also provides assistance to the Vice President, Administrative Services, in the planning, development, and implementation of budget policies and practices. Successful performance of the work requires knowledge of public policy and College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating through the AVPFS the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department dealing with compliance and auditing objectives. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, for furthering College goals and objectives within general policy guidelines, and recommends initiatives to maintain responsible stewardship and compliance for the College. This class is distinguished from the Vice President, Administrative Services, in that the latter is responsible for the overall management of all functions in the Administrative Services Division. This class is also distinguished from the AVPFS, who has line responsibility over staff in the Fiscal Services department. The CCCBO has direct responsibility to the Vice President, Administrative Services, to ensure that compliance, internal control, auditing, and budgeting functions are adhered to and ensure the College stays in compliance with local, state, and federal requirements.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- The CCCBO provides independent oversight of the institutional fiscal program that promotes a culture of compliance and the highest standards of ethics, integrity, and responsibility within the College community. Although specific responsibility for a compliance item may rest with a manager, the CCCBO exercises oversight and monitoring to stay in compliance.
- Recommends and monitors the implementation of new Government Accounting Standards Board (GASB) Statements (and other modified or new GASB/FASB Pronouncements).
- Monitors compliance to maintain the Fiscal Independence status adhering to Education Code 85266, the Fiscal Independence Plan, and the accounting control standards prescribed by the Board of Governors of the Community College System. Has authority to follow advice of legal counsel in determining legal expenditures of the College. Works closely, and in conjunction with, the AVPFS and the Vice President, Administrative Services, in communicating new or modified compliance requirements.
- Monitors compliance with the Public Works Contractor Registration Law.
- Monitors the P-Card Program and ensures that proper controls and procedures are in place.

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- Monitors systems to ensure responsible fiscal stewardship of the College's general, special, and trust funds within legal and fiscal parameters.
- Ensures compliance with federal, state, and local government accounting and financial transactional and reporting standards and controls for general, special funds, auxiliary, contracts, and grants; including the review and evaluation of mandated financial reports.
- Oversees the College's annual financial audits; prepares management and discussion analysis in conjunction with the AVPFS; responds to audit findings and determines and implements corrective actions; oversees the College's Bond Financial Audit and Bond Performance Audit.
- Coordinates with the AVPFS the development, preparation, review, and analysis of the College's budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual revenues and expenditures to determine budget requirements, capital spending, contracts, and various other expenditures; monitors expenditures to ensure compliance with budget established limitations.
- Provides technical assistance to administrators and staff in ensuring smooth and efficient fiscal and budgetary functions and activities.
- Coordinates internal and external audits by independent auditors, federal, and state agencies, and works with them and the AVPFS to resolve and address issues.
- Represents the department to other College departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Monitors all financial aspects of the Bond Issuances and Capital Outlay Programs; works with the underwriters to prepare the preliminary Official Statements and the presentations to the rating agencies.
- Provides compliance oversight for all construction programs with voter approved and other types of bonds to stay within the guidelines of bond parameters and applicable general accepted accounting principles.
- Conducts a variety of compliance reviews involving departmental, organizational, and operational practices and processes; recommends modifications to programs, policies, and procedures as appropriate.
- Examines the maintenance and enhancement of the payroll and finance applications of the College's enterprise application system to ensure system reliability, data integrity, and security controls.
- Serves as a confidential point of contact for employees to communicate with management, seek clarification on issues, or report irregularities.
- Participates in and make presentations to the Board of Trustees and a wide variety of committees, boards, and commissions, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fiscal services, compliance, and audits as they relate to the area of assignment.

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- Monitors changes in laws, regulations, and technology that may affect the College or departmental compliance; recommends procedural changes as required.
- Prepares, reviews, and presents reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies; attends College-mandated DHR training and participates in DHR investigations as directed; prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Keeps the Vice President, Administrative Services apprised of all sensitive issues involving irresponsible fiscal stewardship, fraud, embezzlement, and any other activity that may bring question to the College's fiscal integrity.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
- Public agency budget development, College-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; and principles and practices of public agency administration.
- Principles and practices of accounting, public finance administration and budgeting, auditing, and reconciliation.
- Applicable federal, state, and local laws; regulatory codes; ordinances; and procedures relevant to assigned area of responsibility and the general financial operation.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.

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- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
- Thorough knowledge of the Banner system, accounting and budget principles and practice, and familiarity with financial and legal parameters governing community college finance, accounting, and systems.
- Knowledge of the Los County Office of Education and California Community College Chancellor's Office requirements, regulations, and procedures.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas to promote effective compliance.
- Provide professional leadership for the Fiscal Services Department and the College.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations; research, analyze, and evaluate new service delivery methods, procedures, and techniques; effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Effectively represent the College in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Prepare budget processes and timelines at the College level.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, or a related field and seven (7) years of management and/or administrative experience in finance and accounting in a fiscal services department. A Certified Public Accountant designation in the State of California or Master's degree in finance, accounting, or related field is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment;

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasional bending, stooping, kneeling, reaching, pushing, and pulling. Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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DATE: March 8, 2017

**DIRECTOR, PUBLIC SAFETY PROGRAMS
FLSA EXEMPT – M-17**

DEFINITION

Under the administrative direction and oversight of the Dean, Technology and Health, the Director, Public Safety Programs plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Mt. SAC Fire Technology Program, Fire Academy, and Administration of Justice Program, both on-campus and at off-campus training locations. Provides administrative direction and oversight to the Assistant Director, Public Safety Programs, which serves as the Paramedic Program Director and Clinical Coordinator. Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Firefighter 1 Academy and EMS program graduates, and seeks opportunities for collaboration with local agencies and municipalities. Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators. This position requires a thorough working knowledge of various College procedures, board policies, and federal and state regulations. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Technology and Health Division. The incumbent exercises general direction and supervision over professional faculty, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Program Director classification that manages all activities of the Fire Technology/Firefighter 1 Academy, and Administration of Justice Programs and supervises the Assistant Director, Public Safety Programs, which serves as Program Director and Clinical Coordinator of the Paramedic Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Technology and Health Division in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Dean, Technology and Health Division in that the latter has overall responsibility for all functions of the Technology and Health Division and for developing, implementing, and interpreting public policy.

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EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Serves as designated California State Fire Marshal's Office, Fire Fighter 1 Academy Director; oversees activities within all Firefighter 1 Academy offerings to include monitoring enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation; plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Fire Technology/Firefighter 1 Academy and Administration of Justice programs both on-campus and at off-campus locations used in Fire Academy Training (i.e., athletic fields, fitness areas, Chino Training Center, off-site specialty training locations).
- Acts as a liaison for the College with local, county, and state and federal fire agencies.
- As required, coordinates with private and governmental agencies in the areas of training, firefighting rescue, fire prevention, and similar emergency response activities.
- Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs and job market for Firefighter 1 Academy and EMS Program graduates, and seeks opportunities for collaboration with local agencies and municipalities.
- Participates in a variety of committees and meetings related to the Fire Technology/Firefighter 1 Academy and Administration of Justice programs, which may involve travel outside the College or state (i.e., serve as an active member on the California Fire Technology Directors Association attending quarterly meetings, attend Los Angeles County Foothill Fire Training Officers meetings and San Bernardino County Fire Officer training meetings).
- Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Fire Technology/Firefighter 1 Academy and Administration of Justice programs, both on-campus and at off-site locations used in Fire Academy Training (i.e., athletic fields, fitness areas, Chino Training Center, off-site specialty training locations).
- Using input derived from faculty, advisory committees, and oversight organizations, **ensures compliance with external accreditation standards for** developing, updating, modifing, or submitting for deletion Fire Technology/Firefighter 1 Academy program and/or curriculum forms and supporting documents so that the program's courses and degrees meet or exceed all applicable county, state, and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
- Ensures that all Firefighter 1 Academy hazardous training exercises are conducted within the guidelines of a nationally recognized standards organization such as the NFPA.
- Administers the fire program's occupational safety program as specified by Cal-OSHA, or NFPA.
- Provides for the day-to-day management and supervision of all Fire Technology/ Firefighter 1 Academy, and Administration of Justice programs' students and students' records.
- Complies with local, state, and federal Firefighter 1 Academy training mandates and recordkeeping standards.
- Ensures that Fire Technology/Firefighter 1 and Administration of Justice training and personnel records are accurately maintained.

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- Implements, reviews, modifies, and complies with Fire Technology/Firefighter 1 Academy and Administration of Justice program standard operating procedures, guidelines, goals, and mission statements.
- Writes and updates the Firefighter 1 Academy's standard training evolutions, including live fire or similar hazardous activities to comply with local, state, federal, and national safety standards, guidelines, laws, and similar regulatory requirements.
- In conjunction with the division dean, receives, reviews, investigates, forwards, and/or reports on all Fire Technology/Firefighter 1 Academy and Administration of Justice student, faculty, and staff complaints.
- Coordinates with the College's Financial Aid Office to maintain currency with federal and state financial aid requirements.
- In conjunction with the division dean, support staff, and full-time faculty, assists, develops, proposes, justifies, and modifies Fire Technology/Firefighter 1 Academy and Administration of Justice/EMS program budgets and new budget requests.
- As required, approves the timely processing of Fire Technology/Firefighter 1 Academy and Administration of Justice purchase orders and time records for compliance with the College's policies and procedures and with state and federal codes, regulations, standards, or laws.
- Oversees Fire Technology/Firefighter 1 Academy and Administration of Justice fund-raising efforts and coordinate with the Mt. SAC Foundation.
- Maintains contracts for Firefighter 1 Academy off-site locations and/or negotiate for new sites.
- Troubleshoots issues related to use of facilities.
- Seeks out and applies for grants and other funds, which will supplement the current and future fire course deliveries.
- Contacts public and private agencies seeking donation of surplus or retired equipment (i.e., fire engines, tools, and equipment).
- Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the Fire Technology/Fire Academy and Administration of Justice programs; approves or prepares work orders for repairs.
- Maintains vendor resources to support academy and student supply/equipment needs.
- Determines schedule for routine maintenance/replacement of equipment and troubleshoot maintenance problems.
- Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators.
- May be required to assist with, or formally serve on, the College's emergency preparedness, safety, crisis management, or similar committees.
- **In collaboration with the Division Dean, participates in the selection, supervision, and evaluation of** the performance of Fire Technology/Firefighter 1 Academy and Administration of Justice programs' faculty and staff.
- Update procedure manuals as needed for Firefighter 1 Academy professional and paraprofessional staff.
- Resolves personnel issues at the lowest possible level within the organization.
- Coordinates faculty assignments in the Fire Technology/Firefighter 1 Academy and Administration of Justice.

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- In conjunction with Dean and department chair, plans, develops, submits, and modifies current and future Fire Technology and Administration of Justice course schedules.
- Ensures that the Fire Technology/Firefighter 1 Academy and Administration of Justice programs have well-structured websites that include current program, degree and course information.
- Performs and/or assists in special projects and assignments as directed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state and College policies, procedures, and regulations related to fire department operations, and fire training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG, CSTI, CAL-EMA, and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management, and leadership of faculty, staff, and classified personnel.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Computer technology, online course management systems, and technology-based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student Learning **Outcomes** (SLO).
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree, and course development/delivery.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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Skills & Abilities to:

- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective, and efficient manner.
- Make sound operational decisions.
- Professionally represent the College and the Fire Technology/Firefighter 1 Academy and Administration of Justice programs in the local and statewide community.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local agencies.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Chair committee meetings.
- Interpret and apply College policies and procedures, national safety standards, laws, and regulations
- Prepare and administer Mt. SAC Fire Technology/Firefighter 1 Academy and EMS programs budgets.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external, to the organization.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the program.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from a regionally accredited college or university and two full-time equivalent years of formal training or leadership experience reasonably related to the administrator's administrative assignment. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

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Preferred Qualifications:

- Successful supervisory experience command-leadership professional experience
- Five (5) full-time equivalent years of experience in fire technology

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and outdoor setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites and off campus training sites (some sites are in rugged terrain); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Must possess the ability to lift, carry, push, and pull equipment, materials and objects related to the programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office and open air environment with moderate noise levels, controlled temperature conditions. Employees will interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. When required, employees will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.

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**MANAGER, TITLE IX/EQUAL EMPLOYMENT OPPORTUNITY (EEO) INVESTIGATIONS
FLSA EXEMPT – M-13**

DEFINITION

Under general direction of the Director, Equal Employment Opportunity (EEO) Programs, the Manager, Title IX/Equal Employment Opportunity (EEO) investigations manages the day-to-day responsibilities associated with the College's Title IX and EEO investigations involving students, faculty, staff, visitors, and third parties at the College and its affiliates. When a complaint is filed, the Manager, Title IX/EEO Investigations will evaluate the complaint and take appropriate steps with regards to the College's Administrative Procedures, Board Policies, and/or Title IX regulations. The Manager, Title IX/EEO Investigations acts as a neutral party in the investigation and provides a detailed, unbiased report to the Director, Equal Employment Opportunity (EEO) Programs regarding the findings of the investigation. This incumbent also coordinates and provides training for selection committees and other staff regarding laws, regulations, policies, and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Equal Employment Opportunity (EEO) Programs. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities related to Title IX and Equal Employment Opportunity (EEO) investigations at the College. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Equal Employment Opportunity (EEO) Programs in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work with other functions, programs, and departments.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Ensures timely, thorough investigations; oversees and coordinates investigations of allegations and complaints of unlawful discrimination and sexual harassment.
- Provides impartial consultation, conflict resolution, and problem solving in response to complaints and inquiries received from members of the campus community, including students, faculty, staff, College affiliates, visitors, and third parties.
- Writes comprehensive reports of investigations with findings of fact and recommendations.

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- Prepares and writes responses to complaints and inquiries from external agencies including the California Community Colleges Chancellor's Office (CCCCO), Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and the Office for Civil Rights (OCR).
- Advises and collaborates with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges, and concerns pertaining to unlawful discrimination, sexual harassment, and Title IX compliance.
- Develops a case management database to organize, manage, and track incidents.
- Prepares annual statistical report(s) on the number, nature, and disposition of complaints of unlawful discrimination and sexual harassment.
- Tracks cases, data, and trends to identify patterns and make recommendations to address them.
- Informs the College community of options and raises awareness of resources with respect to reporting and filing complaints.
- Develops and plans for programs, services, education, and assessment of Title IX program and prevention efforts, including sexual harassment prevention training for students, faculty, and staff.
- Develops and presents training for selection committees and other staff regarding laws, regulations, policies, and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.
- Monitors and coordinates regulatory compliance with local, state and federal civil rights laws and regulations, including Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, and Violence Against Women Act (VAWA).
- Works in a collaborative process to develop and review related College policies and administrative procedures in accordance with legal obligations and best practices.
- Ensures associated mandated reporting is completed.
- Serves on governance and administrative committees, as assigned.
- Performs other related duties as requested or assigned.

QUALIFICATIONS

Knowledge of:

- Federal and state laws and state regulations related to unlawful discrimination and sexual harassment based on all protected categories, including Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, Family Educational Rights and Privacy Act (FERPA), and Violence Against Women Act (VAWA).
- Best practices as related to institutions of higher education compliance with Title IX and VAWA.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

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- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

- Conduct comprehensive investigations of unlawful discrimination and sexual harassment allegations with objective findings and recommendations related to law and legal precedence.
- Participate in complaint and grievance processes and hearings.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Develop and conduct training and education programs pertaining to Title IX, unlawful discrimination, and sexual harassment investigations, resolutions, and prevention.
- Ensure proper and timely resolution of personnel issues and conflicts.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Deal appropriately with confidential information and exercise good judgment on sensitive matters.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in a related field and two years of related experience in conducting investigations and resolution of concerns and complaints that may include conflict resolution, problem solving techniques, complaint screening, interviewing, assessment, consultation, and advice.

Preferred Qualifications:

- Experience in a higher education setting, public higher education highly preferred.
- Experience in Title IX, Unlawful Discrimination, Sexual Harassment and Retaliation complaints, and/or grievance investigation and resolution.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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DATE: March 8, 2017

**ASSOCIATE VICE PRESIDENT, STUDENT SERVICES
FLSA EXEMPT – M-23**

DEFINITION

Under the administrative direction of the Vice President, Student Services, and in support of the Division of Student Services, plans, organizes, controls, and provides administrative direction and oversight for all operations and support functions assigned to Student Services. Provides leadership and oversight for the analysis, development, implementation, and evaluation of specific services and programs that provide direct support to students. Participates and assists in leading strategic efforts to address issues related to student development, student success and student equity, and student persistence and retention. Addresses issues related to the improvement and enhancement of policies, procedures, and program-specific services and interventions for students. Oversees division-wide planning and program development in accordance with the mission, goals, and objectives of the College and the Student Services Division. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision. Coordinates assigned programs and services with other College divisions, departments, officials, outside agencies, and the public. Fosters cooperative working relationships among College departments and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President, Student Services to address College and division goals, initiatives, and programs. Serves as a member of the Student Services Management Team and the Student Services Team. Coordinates and directs communication, information, resources, and personnel to meet the needs of the Student Services Division. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Student Services. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Associate Vice President position oversees, controls, and directs programs and services of the Student Services Division, including short- and long-term planning and program development, outcomes measurement and research efforts, administration of department policies, procedures, and programs; and oversight of Division programs, departments, and services. This position provides direct assistance to the Vice President, Student Services in a variety of administrative, management, analytical, and liaison capacities. Responsibilities include developing, implementing and analyzing student support strategies, coordinating activities of the Division with department, outside agencies, and managing and overseeing the

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complex and varied functions of the Student Services Division. The incumbent is accountable for accomplishing Student Services Division planning, goals, and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, controls, and directs support services functions to assist the Vice President in planning, development, and implementation of College processes and Student Services Division support services.
- Directly represents the Vice President, Student Services as assigned.
- Provides administrative leadership and oversight for the implementation of student success strategies, especially those impacting the Student Success and Support Program (SSSP), Student Equity, Admissions and Records, Financial Aid, Disabled Students, Counseling, and Student Discipline.
- Promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Student Services Team.
- Develops, disseminates, and interprets analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, student support outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provides and/or oversees training in these areas.
- Assesses, develops, implements, and evaluates strategies to monitor and improve the quality of student support services.
- Serves as liaison between Student Services and other College departments and teams to collaborate and coordinate mutual efforts.
- Provides leadership on designated College committees, task forces, and work groups to address critical issues and policies.
- Assists in ensuring that support services programs and services comply with established College, state and federal standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- Facilitates and enhances the participation governance processes and relationships through collaboration with faculty, staff, and students.
- Collaborates closely with colleagues within Student Services and Instruction related to enrollment, registration, curriculum, articulation, transfer, assessment, and advisement.
- Works effectively with schools and school districts, baccalaureate level colleges and universities, community groups, business and industry, and government and legislative bodies to develop partnerships which result in improved service to the community and to students.
- Maintains current knowledge of new developments and innovations in community colleges and higher education, recommends changes to maintain relevance of programs and services and to develop new initiatives and interventions to meet students' needs.
- Supervises and evaluates managers, staff, and faculty; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures.

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- Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College operations and activities; responds to inquiries and provides detailed and technical information concerning College programs, departments, services, curriculum, courses, and related matters; assures proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
- Develops and prepares annual preliminary budgets for assigned programs, including categorical programs; monitors and analyzes operations, activities, programs, and courses to determine educational and financial effectiveness and operational efficiency; periodically analyzes and reviews budgetary and financial data; controls and authorizes expenditures related to specific programs.
- Directs the preparation and maintenance of a variety of records and reports, including annual program reviews, grant- and categorically-funded programs; assures that mandated reports are submitted appropriately and according to established timelines.
- Provides technical information and assistance to the Vice President, Student Services, regarding student support services, activities, student needs and issues; participates in the formulation and development of policies, procedures, and processes related to program compliance and reporting structures.
- Attends and conducts various meetings as assigned; serves as a member of the Student Services Team; attends and participates in various committees and work groups; prepares and delivers oral presentations concerning College programs, courses, services, needs, and issues.
- Operates a variety of office equipment including a computer and related software.
- Assumes leadership and performs other duties within the Division and the College as assigned.

QUALIFICATIONS

Knowledge of:

- Educational policies and practices that impact the development, delivery, and outcomes measurement of support services to students.
- Specific strategies, research, and techniques to address the unique educational needs of community college students.
- Diversity, equity, and inclusive practices, strategies, and frameworks.
- Principles and practices of effective leadership and administration of student services programs, departments, and initiatives.
- Administrative principles and practices including the development, assessment and measurement of Student Learning Outcomes and Support Services Outcomes, goal setting and strategic planning, monitoring, measuring and reporting of goals, objectives, and outcomes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Technical, legal, financial, and public relations issues associated with the management of support services and programs.

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- Applicable federal, state, and local laws, regulations, advisory directives, and procedures related to individuals' rights, including non-discrimination and protections related to protected groups and populations.
- Methods and techniques for the development of presentations, forums, training, correspondence, data compilation, and report writing.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence, presentations, and reports.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

Skills and Abilities to:

- Work effectively with students, faculty, and staff from diverse backgrounds to promote access, equity, and inclusion.
- Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
- Make independent decisions within legal and general policy and regulatory guidelines.
- Identify resources and develop grant or special project applications in partnership with departments, governmental bodies, granting agencies, and the Grant's Office.
- Plan, organize, coordinate, evaluate, and direct College-wide and divisional operations, activities, programs, and services as assigned and directed.
- Work collaboratively to institute educational effectiveness strategies, processes, systems, programs, and services.
- Coordinate and direct communications, educational planning activities, program development functions, and strategies to communicate with students regarding College policies, processes, requirements, and opportunities.
- Supervise and evaluate the performance of assigned staff, managers, and faculty.
- Direct and participate in the development, analysis, and implementation of College programs, services, initiatives, and strategies.
- Develop, initiate, document, and evaluate processes related to goals, objectives, strategic actions, key performance indicators, and outcome measurements.
- Assure proper and timely resolution of issues, complaints, conflicts, and grievances.
- Provide consultation and technical expertise concerning College operations and activities.
- Communicate effectively both orally and in writing.
- Direct the development of a variety of reports, records, and files related to assigned tasks and activities; prepare comprehensive narrative and statistical reports.
- Develop and implement goals, objective, policies, procedures, work standards, and internal controls for departments and programs.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; oversee the expenditure and reporting of funds related to program requirements and College fiscal policies.

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- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the Division and the College with governmental agencies, legislative bodies, and educational organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Communicate effectively and clearly in person and through various medium.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a Master's degree from a regionally accredited college or university with major coursework in fields related to student services, student affairs, student development, persistence and retention, or educational equity.
- Five (5) years of increasingly responsible experience involving leadership of student support services, program development, and outcomes measurement of specialized programs for diverse students.

Preferred Qualifications:

- Direct oversight at a dean or director level of student services programs and departments.
- Experience in program accountability and measurement, outcomes assessment, strategic planning, and research specifically related to student services, student development, persistence and retention, and programs and services designed to serve diverse student populations.
- Knowledge of community college students and the unique educational issues within community colleges impacting student success.

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Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Physical Demands

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Occasional bending, stooping, kneeling, reaching, pushing, and pulling. Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Environmental Elements

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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**ASSISTANT DIRECTOR, PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
FLSA EXEMPT – M-13**

DEFINITION

Under the administrative direction and oversight of the Director, Professional & Organizational Development, the Assistant Director, Professional & Organizational Development (POD), plans, organizes, manages, and assists with the oversight of functions and activities of the Director, Professional & Organizational Development; assists in managing the professional development function for the College; develops and delivers training and workshops; and assists in managing various employee recognition and employee engagement programs for the College. Supports the academic mission and goals of the College through providing well-qualified and engaged faculty, staff, and administrators. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Professional & Organizational Development. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification that manages all activities of the Professional & Organizational Development department. This class performs diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and assists with the oversight of day-to-day activities and is responsible for providing professional-level support to the Director, Professional & Organizational Development in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other departments. This class is distinguished from the Director, Professional & Organizational Development in that the latter has overall responsibility for all functions of the Professional & Organizational Development unit and for developing, implementing, and interpreting institutional policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and assists with the oversight of all Professional & Organizational Development programs, services, and activities.
- Assists with the development and administration of the department's annual budgets and related funds; assists with the forecast of additional funds needed for staffing, equipment, materials, and supplies; assists with the monitoring and approval of expenditures; assists with the implementation of adjustments as necessary.

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- Assists with the selection, training, motivation, and direction of department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
- Manages the daily services and activities of the Professional & Organizational Development department, including operations, providing support services, developing course offerings, budgeting, and facilities management.
- In conjunction with the Director, Professional & Organizational Development, develops, implements, and improves course offerings; and provides information and access to campus community.
- Coordinates professional development and related communications and information between College personnel, administrators, students, departments, vendors, and others; calendars and maintains event timelines and priorities; ensures event activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures; ensures proper and timely resolution of issues and conflicts.
- Confers with College departments in the planning and implementation of efficient and effective professional development services designed to meet community expectations and needs.
- Participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to professional development, projects, programs, personnel, financial activities, and assigned duties; maintains and directs the maintenance of working and official departmental files; ensures reports are submitted to appropriate parties according to established timelines.
- Attends and participates in professional group meetings and various College committees and advisory groups; stays abreast of new trends and innovations in the fields of professional development and other programs and services as they relate to the area of assignment.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director, Professional & Organizational Development.
- Responds to difficult and sensitive public inquiries and complaints, and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies. Attends College-mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Assists the Instruction management team on a variety of projects and perform related duties as necessary.

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QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Information technology for developing, promoting, and delivering professional development opportunities.
- Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, theories, and methods of planning, organizing, and directing College professional development, operations, and activities.
- Current event management and professional development course offerings.
- General practices, procedures, and techniques involved in customer relations and marketing functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

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Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide administrative and professional leadership and direction for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop and deliver training courses.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Utilize information technology for developing, promoting, and delivering professional development opportunities.
- Partner with the College community in order to become aware of existing professional development and employee activities, and to develop and deliver new offerings.
- Partner with Instruction and Human Resources in order to support College values and goals.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

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Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited college or university in Professional Development, Organizational Development, Educational Leadership, Human Resources, Personnel Management, Public Administration, Organizational Management, or a related field and three (3) years of increasingly responsible administrative and project management experience that involved providing training to employees directly and/or through electronic media.

Preferred Qualifications:

- Strong interpersonal and relationship management skills.
- Ability to exhibit energy, enthusiasm, and positive outlook.
- Advanced Microsoft Office (PowerPoint, Excel and Word) software skills.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**DIRECTOR, PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
FLSA EXEMPT – M-15**

DEFINITION

Under the administrative direction and oversight of the Vice President, Instruction, the Director, Professional & Organizational Development (POD) plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the professional development function for the College. Develops programs, delivers training and workshops, and manages various employee recognition programs for the College. Functions as a member of an integrated team of Instruction Managers and supports the academic mission and goals of the College through providing well-qualified and engaged faculty, staff, and administrators. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Office of Professional & Organizational Development, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Instruction in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. This class is distinguished from the Vice President, Instruction in that the latter has overall responsibility for all functions of the Instruction Division and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans and manages all Professional & Organizational Development programs, services, and activities.
- Develops, implements, and improves course offerings provided through the Office of Professional and Organizational Development (POD) on an ongoing basis.
- Identifies all professional development of the College and provide information and access to the campus community through POD.

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- Monitors and tracks the number of course offerings, accessibility, utilization, and Return on Investment (ROI).
- Develops reports illustrating the accomplishments of the College's professional development offerings/programs.
- Assesses and addresses the training needs of the College in conjunction with the Planning for Institutional Effectiveness (PIE) process. Understands, explains, and utilizes the PIE process to ensure the relevance of professional development activities and independently and fully utilize grant funding and other sources of revenue.
- Conducts professional development needs assessments on a College-wide, departmental, and individual level.
- Develops and implements a common campus-wide evaluation tool for evaluating the effectiveness of developmental opportunities from both an employee needs assessment perspective and institutional perspective.
- Implements state-of-the-art information technology to present relevant and accessible course offerings and communications to the College community.
- Coordinates with campus committees, and in some cases, lead committees charged with providing professional learning.
- Provides consultation and technical expertise to administrators, faculty, and staff regarding professional goals and achievement strategies.
- Supervises, coaches, develops, and evaluates assigned staff. Assigns, coordinates, and reviews work to assure the delivery of high-quality services and programs in support of the College.
- Consults with managers across campus (examples include Human Resources, Emergency Preparedness, Risk Management) to provide training that maintains compliance with local, state, and federal requirements as appropriate.
- Coordinates with multiple areas of the campus, such as the Office of Instruction, Human Resources, Information Technology, and other College departments to deliver professional development offerings.
- Identifies and promotes all professional development activities on campus and assesses and reports on the effectiveness of professional development and employee engagement activities and offerings.
- Assists College departments with developing effective communications strategies and venues. These include evaluating, continuously improving, and maintaining information on the professional development "POD" web site.
- Serves as a member or co-chair of the Professional Development Council, Faculty Professional Development Council, Classified Professional Development Council, Management Professional Development Council, and Valuing Opinions/ Opportunities & Identifying and Communicating Employee Successes (VOICES).
- Oversees and participates in the development and maintenance of the professional development database.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of grant funding; researches emerging products and enhancements and their applicability to College needs.
- **Collaborates with the Academic Senate to plan and execute Faculty Flex Days.**

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- **Supports professional development needs of faculty as identified by the Faculty Professional Development Committee and the Faculty Professional Development Coordinator.**
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies. Attends College-mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Assists the Instruction management team on a variety of projects and performs related duties as necessary.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of planning, organizing, and directing College professional development, operations, and activities.
- Current event management and professional development course offerings.
- General practices, procedures, and techniques involved in customer relations and marketing functions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
- Information technology for developing, promoting, and delivering professional development opportunities.

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Utilize information technology for developing, promoting, and delivering professional development opportunities.
- Partner with the College community in order to become aware of existing professional development and employee activities and to develop and deliver new offerings.
- Partner with Instruction and Human Resources in order to support College values and goals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from a regionally accredited college or university with coursework in Professional Development, Organizational Development, Educational Leadership, Human Resources, Personnel Management, Public Administration, Organizational Management, or related field and five (5) years increasingly responsible administrative and

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project management experience that involved providing training to employees directly and/or through electronic media.

Preferred Qualifications:

- Strong interpersonal and relationship management skills.
- Ability to exhibit energy, enthusiasm, and positive outlook.
- Advanced Microsoft Office (PowerPoint, Excel and Word) software skills.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**DEAN, HUMANITIES AND SOCIAL SCIENCES
FLSA EXEMPT – M-21**

DEFINITION

Under the administrative direction **and oversight of the Vice President, Instruction, the Dean, Humanities and Social Sciences** plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the Humanities and Social Sciences Division; oversees division-wide educational planning and program development in accordance with missions, goals, and objectives of the ~~District~~ **College** and division; coordinates assigned academic programs with other ~~District~~ **College** divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among ~~District~~ **College** divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise. **This position is an overtime-exempt supervisory classification.**

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Dean classification that oversees, controls, and directs all academic departments, programs, and activities of the Humanities and Social Sciences Division, including short- and long-term educational planning and development, and administration of division policies, procedures, and programs. This class provides assistance to the Vice President, Instruction in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and ~~District~~ **College** functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing departmental division planning, **and the development of goals** and objectives for ~~furthering~~ **that further** ~~District~~ **College** goals and objectives within general policy guidelines.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all Humanities and Social Sciences academic functions, programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within **DistrictCollege** policy, appropriate budget, service, and staffing levels.
- Oversees and is responsible for division-wide educational planning and program development in accordance with missions, goals, and objectives of the **DistrictCollege** and division; oversees administration and monitoring of assigned division programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.
- **Facilitates effective scheduling and enrollment strategies.**
- **Collaborates in the development and oversight of restricted-funds projects such as Student Success and Support Program (SSSP), Student Equity, Strong Workforce, Basic Skills, and other state and federal grants.**
- Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Humanities and Social Sciences Division and enhance the educational effectiveness of assigned programs and services.
- Manages, develops, and administers the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and **DistrictCollege** needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Conducts faculty review, including the four-year probationary evaluation process, class visitations, and administrative evaluations.
- Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to Humanities and Social Sciences Division programs and services.
- Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the division.
- Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning division operations and activities; provides detailed and technical information concerning division programs, services, curriculum, and courses.
- Coordinates division programs, services, and communications between administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of division activities.
- Oversees and participates in conducting a variety of analytical and operational studies regarding division and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Ensures mandated reports are submitted according to established timelines.
- Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the Humanities and Social Sciences Division.
- Attends and participates in professional group meetings and various ~~District~~**College** committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
- Directs and facilitates the preparation and maintenance of a variety of records and division files.
- Monitors changes in laws, regulations, and technology that may affect ~~District~~**College** or division operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Instruction.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and ~~District~~**College** policies. Attends ~~District~~**College**-mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies—and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
- Curriculum standards, requirements, and assessments, and instructional techniques and strategies related to Humanities and Social Sciences programs and services.
- Technical, legal, financial, and public relations issues associated with the management of District **College** academic functions and programs.
- **Effective enrollment strategies.**
- Applicable ~~F~~S federal, ~~S~~S state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned departments and program areas.
- Provide administrative and professional leadership and direction for the division and the District **College**.
- **Identify unproductive inter-personal conflict and design and implement effective interventions.**
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- **Use data to inform planning decisions including enrollment, scheduling, faculty recruitment, and resource requests.**

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Interpret, apply, explain, and ensure compliance with ~~F~~ederal, ~~S~~tate, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of division departments, programs, projects, and administrative activities.
- Conduct effective negotiations and effectively represent the division in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to a Master's degree from a regionally accredited college or university with coursework in any academic discipline and ~~seven (7)~~ **five (5)** years increasingly responsible experience involving leadership of instructional programs and services.

~~Master's degree from a regionally accredited college or university in one of the Humanities/Social Sciences disciplines is preferred.~~

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various ~~District~~ **College** and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing division policies and procedures.



Associated Students Report

*Presented by A.S. President Aneca Koleen Abcede
March 2017*

Greetings Members of the Board, Senate and Executive Board

Senate has begun interviewing budget proposals for our upcoming deliberations. Many programs and groups on campus have requested to receive funding for the 2017-2018 calendar year.

Food Security Initiative

The Food Security Survey is on its final draft and waiting the approval from the AS Advisors and collaborative support from IT. The survey is comprised of ten questions designed to identify the level of food insecurity that students have given the period of a week and monthly basis. Our goal is to distribute this survey to students this month.

Activities Committee

The A.S. Environmental Initiative has passed and will be implemented within our Mountie Pride Monday events, coming this spring semester. We will be focusing on raising awareness on sustainable methods for both the individual and the Mt.SAC community. In addition, the event will generate political awareness on supporting sustainability efforts in the local community.

Inspiring Women Luncheon

In honor of National Women's History Month, four inspiring women of Mt. SAC will be honored this month at the Inspiring Women Luncheon: Dr. Bao-Chi Nguyen, Maria Macedo, and Laura Martinez. I am humbled to share that I was also selected.

Upcoming Events

- A.S. Visibility (March 7-9)
- Pizza with the President (March 14)
- Mountie Monday (March 13)
- Blood Drive (March 14-15)
- Join-A-Club (March 21-23)
- Inspiring Women (March 28)

Respectfully,
Associated Students President
Aneca Koleen Abcede

**Academic Senate Report
to the Board of Trustees
March 8, 2017**

Full Senate Activity

The full Senate met on March 2 and discussed the following issues:

- Approved recommendations 1, 4, and 5 of the Ethnic Studies/Social Justice Studies task force. These recommendations call for a group to be formed to begin writing a Social Justice Studies Associate Degree for Transfer (ADT), for the College to consider the creation of an Ethnic Studies department if the degree and course offerings grow sufficiently in number, and that a taskforce consider the creation of a diversity requirement for Mt. SAC graduation as an amendment to the existing Title 5 requirement for "ethnic studies" as part of the CSU GE pattern.
- Discussed Resolution 17-01 Regarding Faculty Workload and Responsibilities During Intersessions

The full Senate will next meet on March 16. At that meeting we will vote on Resolution 16-09 SLOs as Part of Course Syllabi and Resolution 17-01. The Senate will also open nominations for Executive Board positions (see below).

Senate Elections

Several positions on the Senate Executive Board are up for election. The second year of the President's term must be confirmed by the full Senate. Additionally, the positions of Vice President, Secretary, and three Directors will be elected by the department senators. Three Senator-at-Large positions are also open and will be voted on by the faculty at-large via electronic ballot. Nominations for all positions will open March 16. Nominations for all but Senator-at-Large will close on March 30, and a vote will occur. Nominations for Senator-at-Large will remain open until April 20, followed by an all-campus electronic ballot.

Spring Flex Day

Spring Flex Day occurred on Friday, February 24 and was a success. More than 250 faculty attended the opening meeting and various breakout sessions. Most of the feedback on the day's sessions has been positive. Thanks to Vice President Martin Ramey for organizing Flex Day and to the Faculty Association for supporting the lunch session. Thanks also to the President's Office for providing breakfast, helping with the cost of lunch, and once again paying adjunct faculty for their participation in flex activities.

Area C Meeting

On March 25, Vice President Martin Ramey and I will be attending the Academic Senate for California Community Colleges Area C meeting at East Los Angeles College. At the meeting we will get a preview of resolutions that will be brought to the ASCCC Plenary session on April 20-22.

Respectfully submitted,

Jeff Archibald

President, Academic Senate



MT. SAN ANTONIO COLLEGE

CLASSIFIED SENATE

REPORT TO THE BOARD OF TRUSTEES
WEDNESDAY MARCH 8, 2017

1. Classified have been actively participating in the Accreditation Team Visit currently happening on campus. The Opening Sessions had Classified present and sharing their positive insights and experiences of working at Mt. SAC.

I was part of today's Special POD Faculty Meeting where committee members from Classified and management committees came together to answer questions from Accreditation Visiting Team member, Robert Isomoto, *Vice President of Business and Administration Services* at Santa Monica College.

Today, I also was interviewed, as *Classified Senate President*, along with Sandra Bollier, *CSEA 262 President*, and Bill Rawlings, *CSEA 262 Past President*, Lee Jones, *CSEA 262 1st Vice President*, and Cesar Castaneda, *CSEA 651 President*, by Sunny Cooke, *Superintendent/President* of MiraCosta Community College District, and Christine Keen, *Professor of Mathematics* at the College of the Sequoias.

2. The Classified Professional Development Committee (CPDC) has begun meeting an additional day, monthly; to review and plan an enhanced set of ways in which Classified staff can grow professionally, and personally.

One of the goals is to assess classified job descriptions and create pathways for future certificates and learning experiences. This planning will include looking at incentives and building on professional development language in the Classified's CSEA negotiated contract. This goal of creating more robust and clear pathways for Classified to learn and gain training will improve their job knowledge, abilities to serve students, and advancement opportunities.

3. The annual Classified Senate's Valentines Affair was a hit! On Feb. 14 Classified Senate hosted the event and 135 Classified enjoyed sweets, giveaways, a photo booth, games, and information.

VOICES/Professional & Organizational Development (POD) offered popular candy grams. Attendees wrote thank you notes to colleagues that were later delivered by VOICES members with a sweet treat attached. CSEA 262 ran a cakewalk that

everyone enjoyed. CSEA 262 donated cakes and giveaway bling. School's First donated gift bags which include gift cards to local businesses like Starbucks. The Mt. SAC Foundation donated a large gift bag to be given away helping to create quite an affair.

4. I will be attending a California Community Colleges Classified Senate (4Cs) Regional conference in Mission Viejo on Mar. 31. Classified Senate leaders meet to discuss shared goals and gain insight into what other senate's have accomplished and what projects may need some guidance from fellow senators.

Respectfully submitted by,
John Lewallen
President, Classified Senate



Strengthen, Increase, Promote and Advance

**Faculty Association Report
To the Board of Trustees
8 March 2017**

1. Representative Council

The Representative Council met on 7 March and approved a request to our members to fund our political action account. The Council also decided to approve a task force to draft an administration evaluation form and in so doing likely delayed the pilot of this form until sometime next year. We also opened nominations for the 2017-18 Executive Board. Available positions on the Executive Board are President (2 year term), Vice President (1 year term), Secretary (1 year term), 3 FT Directors (2 year term) and one PT Director (2 year term). In addition, we will seek to elect 6 PT Representatives at Large, 3 Service Center One representatives, and up to 4 NEA 2018 convention delegates. Election nominations will close on 4 April

2. 2017-18 Negotiations

The Faculty Association is looking forward to any public input that may arise regarding its negotiations with the District. Data is being analyzed, proposals are being drafted, and discussions are underway. Although this year of "full" contract negotiations contains many proposals, we believe that we are off to a good start and are even experimenting with the various "flavors" of Interest Based Bargaining.

3. CCA Conferences

The Faculty Association sent fifteen delegates to the Community College Association's Winter Conference in Los Angeles on 24 - 26 February, where the delegates learned about collective bargaining and how to engage students. We also learned about the history of desegregation in California and about the history and architecture of the Bunker Hill region of Los Angeles. Professor Emily Woolery (Library) was recognized for graduating from the CCA Building Strong Locals Academy.

The CCA Spring Conference will be held 21 – 23 April at the Manhattan Beach Marriott. During this conference we will recognize Professor Liz Ward (Kinesiology) for her many years of service as the FA Secretary and her work on the Faculty Association's Awards, Budget, and Hospitality committees.

4. Spring Events

"Coffee with the FA President" is being held on 8, 9, 13, and 14 March, and the Faculty Association Open House will be on 15 March from 11 A.M. – 3 P.M. On 21 March we will present a workshop on the new grievance procedure and on 23 March Vice-President Joan Sholars will present a workshop that is intended to assist adjunct faculty with the interview process for full-time employment. The popular "Cocktails with the FA Vice-President" event will be held on 5 April.

Respectfully submitted by,
Eric Kaljumagi, Faculty Association President

Board of Trustees Meeting Report

CSEA 262

March 8, 2017

1. Negotiations with the district continue to be very congenial, and we are making great progress on our initial proposal list. This includes working on the transition of our public safety department.
2. The Mt. SAC Classified Leadership Team, consisting of CSEA 262, 651 and Classified Senate, met with the visiting Accreditation team this afternoon to answer any question that they had for our group and collaboratively we had a great meeting.
3. We are happy to report, that while we do have some member issues that need to be addressed, the district is working with us in a positive manner, both in HR with Abe Ali, and at the President Level with Dr. Scroggins to develop positive outcomes for the member and the District.
4. CSEA 262 would like to encourage the Board of Trustees to look seriously at the recommendation on your last Discussion item for tonight on page 178, Project Labor Agreement's or PLA's. CSEA 262 is supportive of using Project Labor Agreements for future projects because they help ensure work is completed on time and within budget by establishing a uniform framework of working conditions (rather than having to comply with multiple collective bargaining agreements) and by ensuring a reliable supply of highly skilled workers. We can also utilize a PLA to enhance vocational training programs and internships for our students.

Respectfully Submitted by: Sandra R Bollier

CSEA 262 President



**Foundation Report to the Board of Trustees
March 8, 2017**

There's a lot of exciting activity to report – specifically involving the President and the Foundation. The President and I had a productive visit with Gary Chow from the SGV Charitable Foundation. Gary has supported two initiatives over the last four years at Mt. SAC. He likes to learn about seed projects that have the potential to grow into more substantial opportunities that enhance the experience for Mt. SAC students. I want to thank the President – these important conversations that have great impact on the college.

Another such example is a trip we took down to UC Irvine to visit Dr. Michael Berns at the Beckman Laser Institute. Dr. Berns' wife, Roberta, was the department chair of the Child Development program at Saddleback College, and was the author of a child development textbook that is used by hundreds of colleges and universities across the country. Dr. Roberta Berns passed away in the spring of 2015 and there has been conversation between us and the family about a gift to the Child Development program in her honor. The President and I went down to talk with Dr. Berns about creating an endowed scholarship in her memory. We came away from the conversation with a pledge will allow us to award a \$2,000 scholarship each year. The Berns' daughter, Professor Tammy Karn, is a long standing faculty member in the Mt. SAC English department.

In alumni related news, the President and I also recently met with our 2017 Alumnus of the Year, Captain Willie Daniels. Captain Daniels attended Mt. SAC in the late 70's and has spent close to 39 years as a pilot for United Airlines. In addition to that work he also established a nonprofit organization called Shades of Blue, whose mission is to foster careers in aviation and aerospace for young people with a special emphasis on underserved populations. We are very excited about our 2017 award winner and look forward having him to campus to meet all of you in the weeks and months to come.

Also want to highlight these other activities:

- In what has become a signature event for Mt. SAC, last month was the Athletics Hall of Fame induction ceremony. Welcomed another great class. Thanks to everyone who was there. It's great to have your support. And also want to thank Majestic Realty for their sponsorship gift in support of the program.
- The Past President's event was a great activity last month. Our past leadership had a special day. They felt loved and appreciated. This also kicked off a series of engagement opportunities for our retirees. Thanks to everyone who helped to make this such a success.
- I attended a reunion luncheon for community college track and field athletes. It was a pretty impressive collection of athletes, including a number of Olympic medalists and hall of fame coaches who all have had a hand in writing the history of the sport. I was a guest of Don Ruh, Doug Todd and Ron Kamaka there to talk with folks about Mt. SAC, specifically the Heritage Hall campaign.
- Last week I attended the Aircraft Maintenance Technology Advisory Board Meeting. I've attended a number of these program advisory meetings over the last couple of years, usually to bring a message about philanthropy and how these groups can include fundraising among their responsibilities. There was great energy and dedication in the group particularly because nearly half of the board members are Mt. SAC alumni.

Upcoming Events:

- President's Circle Breakfast – Wednesday, April 5, 2017
- Kepler Scholarship Dinner and Lecture – Saturday, April 8, 2017
- 30th Annual Mt. SAC Foundation Pete & Caroline Reynolds Golf Classic – Friday, May 12, 2017
- Scholarship Ceremony – Saturday, June 10, 2017
- Mt. SAC Night at the Ballpark Angels vs. Dodgers—June 29

Annual Giving Stats	FY2015/16	FY2016/17 To-Date	FY2016/17 Goal	FY2015/16 % to Goal
Total Dollars Raised	\$672,072.30	\$513,076	\$706,000	72.6%
Total # of Donors	514	418	540	77.4%

Submitted by Bill Lambert, Executive Director, Mt. SAC Foundation

Mt. San Antonio Community College District

2017 Bond Anticipation Note and Tax Rate Projections

March 8, 2017



RBC Capital Markets

Rod Carter
California Education Finance
roderick.carter@rbccm.com

Christen Villalobos
California Education Finance
christen.villalobos@rbccm.com

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Mt. San Antonio CCD – Assessed Valuation Analysis

Recommended AV Growth Rate Interval Based on Real US GDP Growth and Historical Metrics

- Recommended AV Growth Interval = 3.50% (most conservative) to 5.00% (least conservative)

Mt. SAC Historical AV


Year	Total AV	Annual Change
2006-2007	60,559,372,289	9.89%
2007-2008	65,043,025,940	7.40%
2008-2009	68,671,008,555	5.58%
2009-2010	67,191,016,758	-2.16%
2010-2011	66,561,654,313	-0.94%
2011-2012	67,610,157,570	1.58%
2012-2013	68,561,186,933	1.41%
2013-2014	71,460,285,835	4.23%
2014-2015	75,358,151,176	5.45%
2015-2016	79,177,416,549	5.07%
2016-2017	83,145,810,188	5.01%

Important Statistics

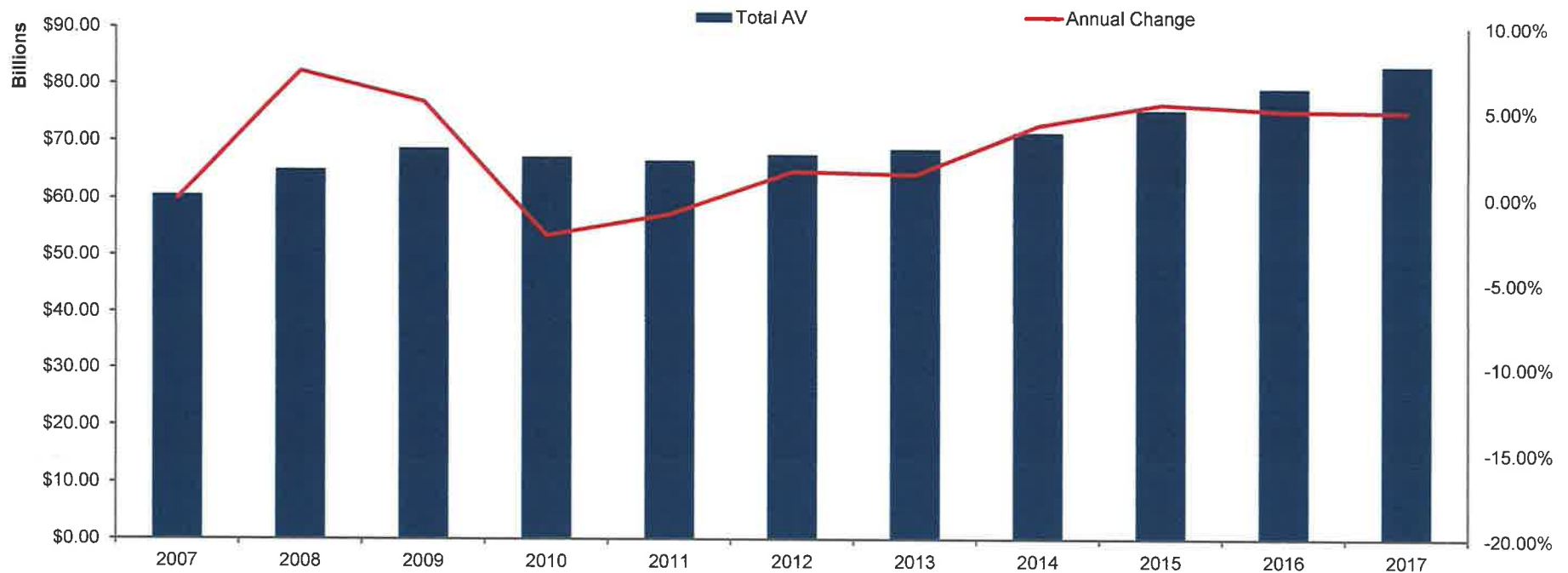
10 Year CAGR:	2.49%
5 Year Average:	4.23%
10 Year Average:	3.26%

- CAGR = Compound Annual Growth Rate
- Real GDP = macroeconomic measure of the value of economic output adjusted for price changes (**currently at 2.5% growth in the US**)

AV Growth Projections & Actuals Rates



Year	2013 AV Growth Rates & Projections	Actual AV Growth Rates
2013-2014	2.00%	4.23%
2014-2015	3.00%	5.45%
2015-2016	3.50%	5.07%
2016-2017	4.00%	5.01%
Thereafter	4.50%	



Mt. San Antonio CCD – 2017 Bond Anticipation Notes



- The District has **\$115,698,308.55** unissued bond authorization under Measure RR
- BAN Scenario 1: A 2017 BAN of **\$115 million** (Full Authorization)
 - A 2022 General Obligation Bond takeout of a full authorization 2017 BAN
- BAN Scenario 2: A 2017 & 2018 BAN of **\$90 million and \$25 million** (Full Authorization)
 - A 2022 & 2023 General Obligation Bond takeout of 2017 & 2018 BAN, full authorization

Mt. San Antonio Community College District Bond Anticipation Notes

Potential BAN Issuance Amounts

	BAN Scenario 1	BAN Scenario 2	
BAN Issuance Date:	04/06/2017	04/06/2017	08/01/2018
BAN Issuance Amount:	\$115,694,430	\$89,995,902	\$25,700,506
BAN Accreted Interest:	\$14,615,570	\$11,369,098	\$3,979,494
Total Debt Service:	\$130,310,000	\$101,365,000	\$29,680,000
Total Payback Ratio:	1.13 to 1	1.13 to 1	1.15 to 1
True Interest Cost (TIC):	2.48%	2.48%	2.98%
Percentage of CABs:	100.00%	100.00%	100.00%
Assumed Interest Rate:	Market Rates: 2/23/17	Market Rates: 2/23/17	Market Rates: 2/23/17 + .50%
Final Maturity:	04/01/2022	04/01/2022	08/01/2023

- Accreted interest in the approximate amount of \$14.6 million (Scenario 1) and \$15.3 million (Scenario 2) is due at maturity
 - May be paid from premium generated from the G.O. bond issue, G.O. bond proceeds or District cash
- The County will not levy property taxes to pay interest on Bond Anticipation Notes, a CAB BAN allows interest to be paid through the G.O. bond takeout
 - New Regulations on CABs: Assembly Bill 182 limits the use of CABs by requiring (1) 25 year maximum final maturity, (2) a repayment ratio not exceeding 4 to 1, (3) 8% maximum interest rate, and (4) a 10 year optional redemption
- The District has a history of issuing Bond Anticipation Notes
 - In 2010, the District issued a \$65 million BAN and refinanced it with Measure RR long-term G.O. bonds in 2013

**Long-term General
Obligation Bonds**

BAN Takeout Scenarios



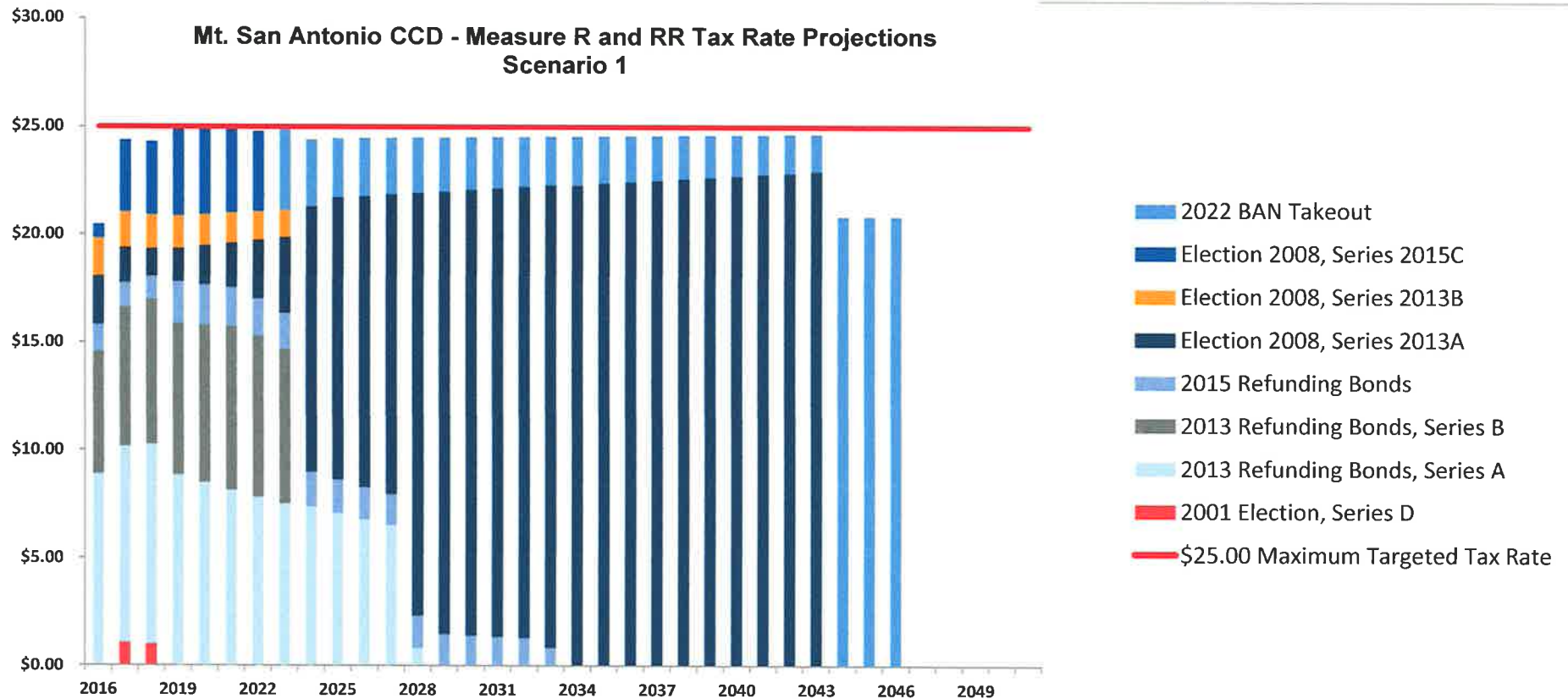
RBC Capital Markets

Mt. San Antonio CCD – Potential BAN Takeout Options (Scenario 1)

Projection includes:

- A 2022 General Obligation Bond Takeout of a 2017 BAN (\$115.6 MM)
- \$25 maximum tax rate (per \$100,000 AV)
- 25 year, AB-182 compliant capital appreciation bonds
- Premium CAB and current interest bond structure
- AV Projections of 5% for FY 2017-18, 4.9% for FY 2018-19, 4.75% for FY 2019-20 and 4.25% thereafter
- Complete use of authorization
- Requires premium generation of \$14.6 million at time of issuance to pay BAN accreted interest

	Scenario 1
	2022 BAN Takeout
Bond Issuance Amount:	\$115,693,294
Bond Issuance Date:	04/01/2022
Total Bond Debt Service:	\$255,313,533
Total Bond Payback Ratio:	2.21 to 1
Bond True Interest Cost (TIC):	4.08%
Percentage of CABs:	36.03%
CAB Payback Ratio:	2.52 to 1
Assumed Bond Interest Rate:	Market Rates
Final Maturity:	08/01/2047
Assessed Value Growth Assumptions:	Blended
Maximum Tax Rate:	\$25.00

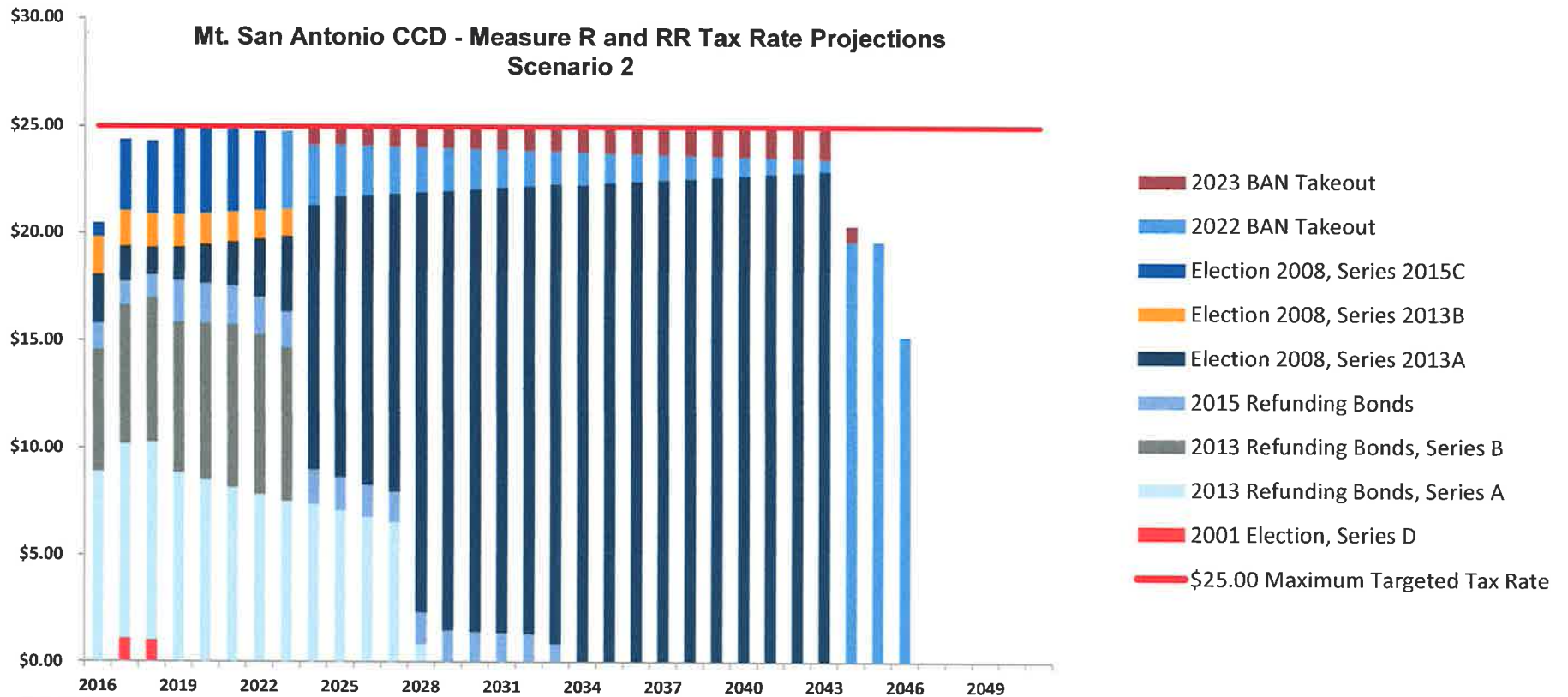


Mt. San Antonio CCD – Potential BAN Takeout Options (Scenario 2)

Projection includes:

- A 2022 & 2023 General Obligation Bond Takeout of a 2017 & 2018 BANs (\$115.6MM)
- \$25 max tax rate ceiling (per \$100,000 AV)
- 25 year, AB-182 compliant capital appreciation bonds
- Premium CAB and current interest bond structure
- AV Projections of 5% for FY 2017-18, 4.9% for FY 2018-19, 4.75% for FY 2019-20 and 4.25% thereafter
- Requires premium generation of \$11.6 million and \$4 million at time of issuance, 2022 and 2023 respectively, to pay BAN accreted interest

	Scenario 2	
	2022 BAN Takeout	2023 BAN Takeout
Bond Issuance Amount:	\$89,991,338	\$25,697,056
Bond Issuance Date:	04/01/2022	08/01/2023
Total Bond Debt Service:	\$175,811,267	\$41,604,400
Total Bond Payback Ratio:	1.95 to 1	1.62 to 1
Bond True Interest Cost (TIC):	3.91%	3.78%
Percentage of CABs:	13.72%	33.32%
CAB Payback Ratio:	2.19 to 1	1.41 to 1
Assumed Bond Interest Rate:	Market Rates	Market Rates
Final Maturity:	08/01/2045	08/01/2044
Assessed Value Growth Assumptions:	Blended	Blended
Maximum Tax Rate:	\$25.00	\$25.00

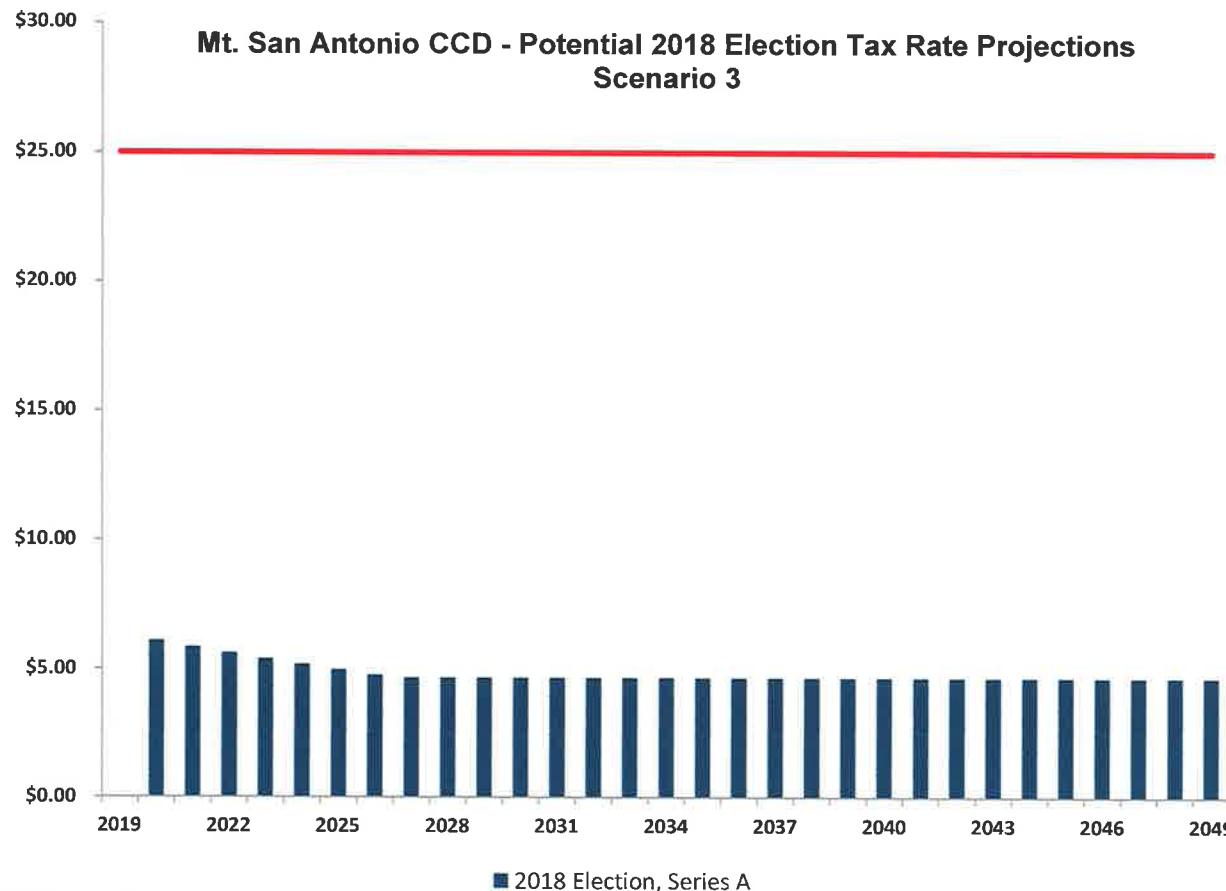


Mt. San Antonio CCD – Potential New Bond Election Payoff

Projection includes:

- Assumes a Successful New Bond Election in 2018
- Takeout of **all BANs totaling (\$115.6 MM)**
- New \$25 maximum tax rate (per \$100,000 AV)
- No Capital Appreciation Bonds**
- Assumes long-term Assessed Value growth projection of 4.25%**
- Requires premium generation of \$15 million at time of issuance to pay BAN accreted interest

New Election	
2019 BAN Takeout	
Bond Issuance Amount:	\$115,690,000
Bond Issuance Date:	08/01/2019
Total Bond Debt Service:	\$251,130,800
Total Bond Payback Ratio:	2.17 to 1
Bond True Interest Cost (TIC):	4.01%
Percentage of CABs:	0.00%
CAB Payback Ratio:	-
Assumed Bond Interest Rate:	Market Rates
Final Maturity:	08/01/2049
Assessed Value Growth Assumptions:	Blended
Maximum Tax Rate:	\$25.00



BENEFITS

- Allows the District to pay-off BAN earlier mitigating future interest rate risk
- Current Interest Bonds only
- A 30 year bond issue is shown to the right, but District could shorten final term
- Provides more time for AV to grow and tax rate capacity to increase to issue the remaining \$115 million under Measure RR

Bond Anticipation Notes – Benefits and Considerations

Summary of Bond Anticipation Notes (BANs)

BAN Overview

- Short-term, promissory note typically used as an interim funding source in anticipation of future General Obligation bond issuance
- Issued Fixed Rate
- Maturity range: Maximum of 5 years, the law does not permit the maturity to exceed 5 years
- Can be issued as a Capital Appreciation or Current Interest BAN

Primary Benefits

- Source of interim financing for District capital projects prior to a long-term General Obligation Bond issuance
- Alternative financing to allow District to manage tax rate constraints
- Ability to vary outstanding amount and term to match bond program needs and tax rate requirements

Risk / Considerations

- Future General Obligation bond or Certificate of Participation issuance is necessary to repay the BANs at maturity
- Assessed Value growth rate expectations may not be met limiting District's ability to issue long-term G.O. Bonds
- Interest rate risk on long-term General Obligation bond issuance
- Ability to access the market at maturity of the BAN
- Ability to generate premium to pay BAN accreted interest

Tax Rate and Bond Sizing Considerations

Capacity can be increased or decreased based on the following assumptions:

1. Authorization Amount

- Districts can authorize an amount that exceeds their current capital plans but certain requirements must be met before bonds can be issued

2. Tax Rate per \$100,000 of AV

- A Proposition 46 election does not have a statutory limit on tax rates but requires a 2/3 vote to pass
- A Proposition 39 election for a community college district has a statutory limit of \$25 per \$100,000 of Assessed Value (AV) but only requires a 55% vote to pass
- Some districts choose a rate lower than the statutory limit for political reasons or wrap the new tax rates around existing debt in order to moderate the impact of the new taxes

3. Timing of Issuances

- The District can issue in one series or in multiple series

4. Assessed Valuation Growth Assumptions

- Historical trends in assessed valuation growth
- Anticipated future growth of the area

5. Interest Rates

- Structure of bonds (i.e. options presented in this book utilize only current interest bonds as opposed to more expensive capital appreciation bonds)
- Ratings on the bonds and/or insurance

Mt. San Antonio CCD – Outstanding Debt and Historical Issuance



Current Debt Outstanding

Mt. San Antonio (Mt. SAC)	
Bonding Capacity Analysis	
Fiscal Year Ending	06/30/2017
District Assessed Valuation	\$83,145,810,188
Maximum Legal Bonding Capacity <i>(as % of Assessed Valuation)</i>	2.50%
Gross Bonding Capacity	\$2,078,645,255
Outstanding Bonds⁽¹⁾ 2016-17	
Election of 2001, Series D (2008)	\$1,000,924
Election of 2008, Series A (2013) (TE)	\$200,561,691
Election of 2008, Series B (2013) (TX)	\$8,460,000
2013 GO Refunding Bonds, Series A (TE)	\$67,410,000
2013 GO Refunding Bonds, Series B (TX)	\$40,990,000
Election of 2008, Series C (2015)	\$19,500,000
2015 GO Refunding Bonds	\$19,130,000
Total Bonds Outstanding	\$357,052,615
Total Net Bonding Capacity <i>(Gross Bonding Capacity Less Bonds Outstanding)</i>	\$1,721,592,639

(1) Bonds Outstanding as of 02/27/2017

Breakdown of Issuance History

Election	Series	Par Amt	CABs	Ratio
2001	2002A	40,000,000.00	-	-
2001	2004B	75,000,000.00	-	-
-	2005R	75,745,842.80	11,800,842.80	15.58%
2001	2006C	79,996,202.75	1,241,202.75	1.55%
2001	2008D	26,003,609.15	5,938,609.15	22.84%
-	2012R	29,850,000.00	-	-
2008	2013A	205,586,691.45	177,786,691.50	86.48%
2008	2013B	11,715,000.00	-	-
-	2013RA	74,910,000.00	-	-
-	2013RB	48,190,000.00	-	-
2008	2015C	20,000,000.00	-	-
-	2015R	19,440,000.00	-	-
Totals:		706,437,346.15	196,767,346.20	27.85%

*a "R" in the series name denotes a refunding



- The District has issued a total of twelve(12) bond series over the years, four (4) of which contained CABs
- The District has issued only one (1) other BAN historically, a \$64,999,814.60 deal in 2010

Market Update

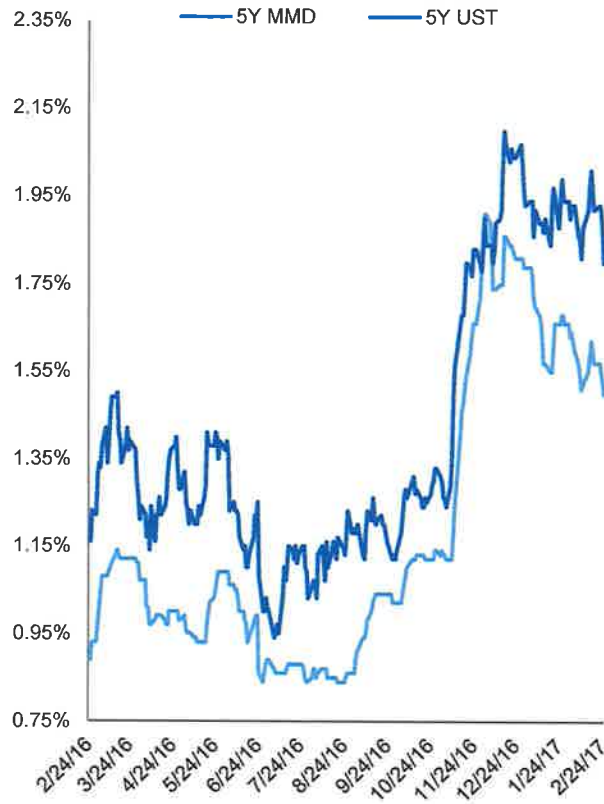


RBC Capital Markets

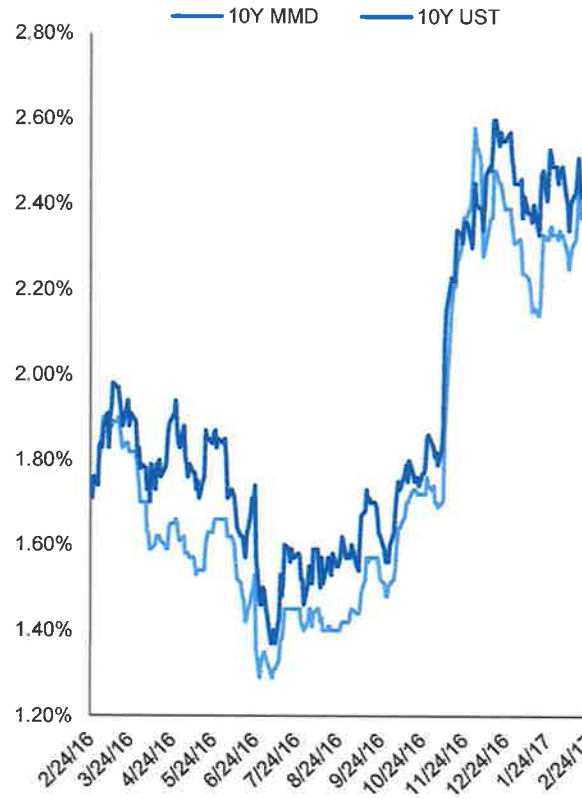
Recent Interest Rate Movements

Relative Performance of Municipal Yields Versus Treasuries

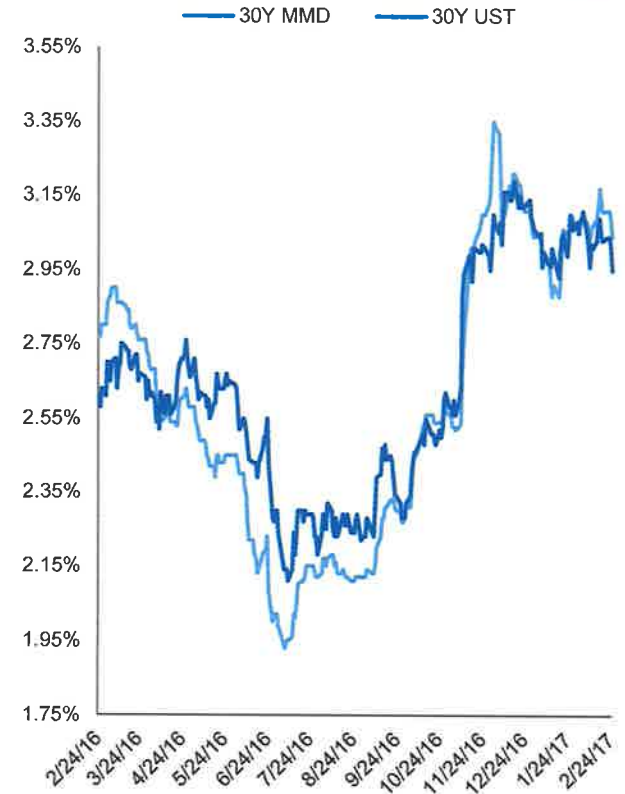
5 Year MMD⁽²⁾ and 5 Year UST



10 Year MMD and 10 Year UST



30 Year MMD and 30 Year UST



Change in MMD

	02/24/2016	02/24/2017	Change (bp)
3yr MMD	0.660	1.120	46
5yr MMD	0.890	1.500	61
7yr MMD	1.260	1.900	64
10yr MMD	1.710	2.280	57
30yr MMD	2.770	3.040	27

Change in Treasuries

	02/24/2016	02/24/2017	Change (bp)
3yr UST	0.900	1.380	48
5yr UST	1.210	1.800	59
7yr UST	1.520	2.120	60
10yr UST	1.750	2.310	56
30yr UST	2.610	2.950	34

Change in MMD/UST Ratio

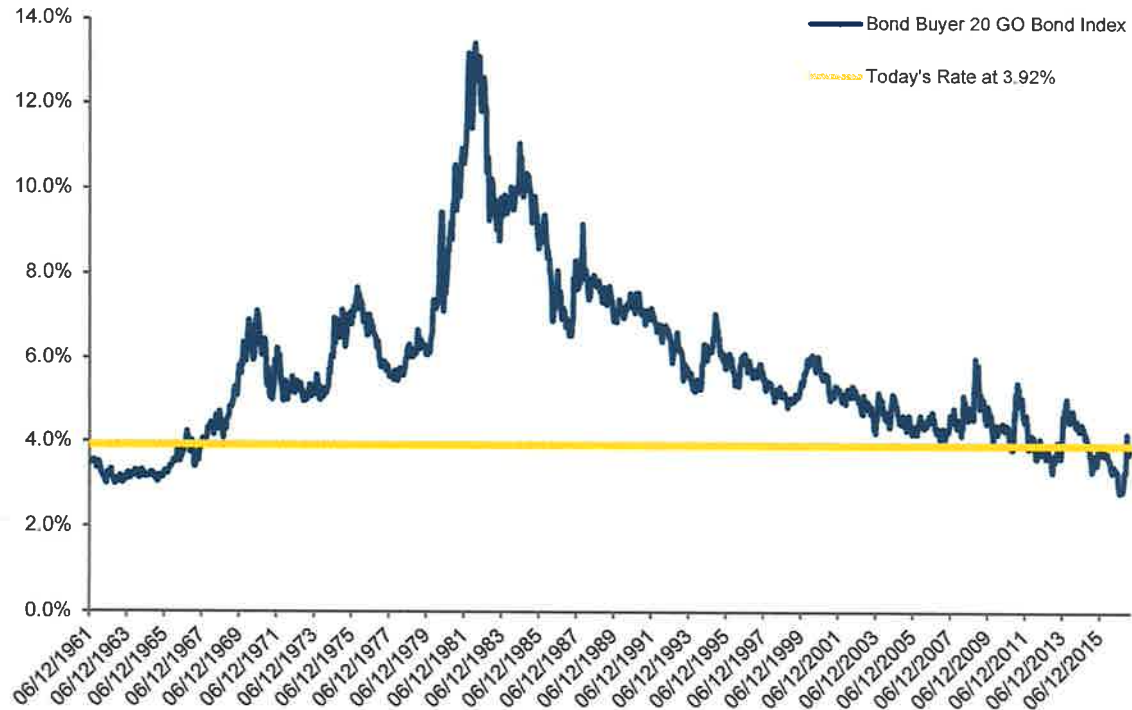
	02/24/2016	02/24/2017	Change
3yr Ratio	73%	81%	8%
5yr Ratio	74%	83%	10%
7yr Ratio	83%	90%	7%
10yr Ratio	98%	99%	1%
30yr Ratio	106%	103%	-3%

(2) MMD stands for Municipal Market Data; a daily index all municipal bond pricings are based off of
Source: Bloomberg

Bond Buyer 20 General Obligation Bond Index

55 Year Historical Perspective

Bond Buyer 20 GO Index since January 1961



% of Time in Each Range Since 1961

Yield Range		
Less than 3.50%	10.14%	
3.50% - 4.00%	8.57%	
4.01% - 4.50%	10.99%	
4.51% - 5.00%	10.31%	
5.01% - 5.50%	14.37%	
5.51% - 6.00%	10.00%	
6.01% - 6.50%	7.75%	
6.51% - 7.00%	7.06%	
7.01% - 7.50%	6.38%	
7.51% - 8.00%	3.75%	
Greater than 8.00%	10.68%	
Total	100.00%	

Source: Bloomberg as of February 23, 2017
 Weekly yields and indexes released by the Bond Buyer. Updated every Thursday at approximately 6:00pm EST. 20 Bond General Obligation Yield with 20 year maturity, rated AA2 by Moody's Arithmetic Average of 20 bonds' yield to maturity.

Today's 3.92% level is lower than 82.90% of historical rates since January 1961