

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the President's Office, 16007 Crenshaw Blvd., Torrance, CA 90506; telephone, (310) 660-3111; fax, (310) 660-6067.

**Board of Trustees  
El Camino Community College District**

**Agenda, Monday, September 13, 2004  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of August 16, 2004**
- III. Presentations – (none)**
- IV. Public Hearing and Adoption – 2004-2005 El Camino Community College District Budget**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda,  
Page 1*  
Student and Community Advancement  
*See Student & Community Advancement  
Agenda, Pages 1-6*  
Administrative Services  
*See Administrative Services Agenda, Pages 1-12  
See Measure "E" Bond Fund Agenda, Pages 1-9  
See Human Resources Agenda,  
Pages 1-130*  
Superintendent/President  
*See Superintendent/President Agenda,  
Pages 1-6*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
  - A. Board of Trustees Report
  - B. President's Report
  - C. Academic Senate Report

## **VIII. Closed Session**

- A. Labor Relations, Brown Act Section 54957.8
  - 1. American Federation of Teachers,  
Local 1388
  - 2. El Camino Classified Employees  
Local 6142
  - 3. El Camino Police Officers Association
  
- B. Personnel Matters, Brown Act Section 54957
  - 1. Personnel Matter  
1 case
  
- C. Existing Litigation, Brown Act Section  
54956.9
  - 1. Case 02 CC 18921

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
AGENDA FOR THE REGULAR BOARD MEETING  
MONDAY, SEPTEMBER 13, 2004**

**OFFICE OF THE VICE PRESIDENT – ADMINISTRATIVE SERVICES**

**FINAL BUDGET**

It is recommended that the Board of Trustees adopt the Budget for the General Fund Unrestricted and Restricted; Student Financial Aid Fund; Workers' Compensation Fund; Capital Outlay Projects Fund; Property and Liability Self Insurance Fund; Dental Self Insurance Fund; Special Reserve Fund – Retiree Health Benefits; Bookstore Fund; and Child Development Fund for the 2004-05 year.

Board members, the general public and numerous college constituency groups have received this budget, and the budget has been on file in the Office of the Vice President-Administrative Services since September 3, 2004.

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Academic Affairs  
James Schwartz, Ph.D., Interim Vice President**

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**Page No.**

A. Instructional Field Trip – Fall 2004 ..... 1

**A. INSTRUCTIONAL FIELD TRIP – FALL 2004**

It is recommended that the Board approve the following instructional field trip for Fall 2004:

October 22-25, 2004 – Professor Joseph Holliday – Geology 20 Class, estimated students 20, Owens Valley – depart 8:00 a.m. (10/22), return 4:00 p.m. (10/25) – Van transportation.

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Student and Community Advancement**  
**Patricia F. Caldwell, Ph.D., Vice President**

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|  | <u>Page No.</u> |
|--|-----------------|
| A. Student Field Trips.....                      | 1               |
| B. Forensics Team Tournaments for Fall 2004..... | 1               |
| C. EOP&S/CalWORKS/CARE Staff Retreat.....        | 1               |
| D. Temporary Casuals Employment.....             | 2-6             |

**A. STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips sponsored by Project Success. The purposes of the trips are to provide University experience and cultural enrichment.

September 17, 2004 – E. Elaine Moore, Loyola Marymount University, Los Angeles, California. Estimated students 30. Depart 9:00am; return 12:30pm. Transportation by bus.

November 5, 2004 – E. Elaine Moore and Terry Spearman, Museum of Tolerance, Los Angeles, California. Estimated students 25. Depart 8:15am; return 1:30pm. Transportation by bus.

**B. FORENSICS TEAM TOURNAMENTS FOR FALL 2004**

It is recommended that the Board approve the following Forensics Team Tournaments for fall 2004. Expenses to be paid from District and Auxiliary Services Budgets:

| <u>Date</u> | <u>Tournament</u>      | <u>Location</u> | <u>Cost*</u> |
|-------------|------------------------|-----------------|--------------|
| Sept 24-25  | Claremont Invitational | Claremont       | \$ 600       |
| Oct. 16-17  | Cougar Classic         | Azusa           | \$2,000      |
| Oct 30-31   | Lancer Invitational    | Pasadena        | \$1,000      |
| Nov 5-7     | Epicenter Invitational | Northridge      | \$1,800      |
| Nov 20-21   | Griffin International  | San Diego       | \$1,800      |
| Dec 3-5     | PSCFA Fall Champs      | Long Beach      | \$1,000      |

\*Cost not to exceed

**C. EOP&S/CalWORKS/CARE STAFF RETREAT**

It is recommended that the Board approve attendance of 55 EOP&S/CalWORKS/CARE staff at an on-campus retreat scheduled September 24, 2004. The purpose of the retreat is to participate in staff development activities for the purpose of unifying staff on the mission and goals of EOP&S/CalWORKS/CARE as well as enhancing professionalism in providing services to students. The luncheon portion of the retreat will be held off campus at a cost of \$625. Expenses for the luncheon will be paid from the EOP&S In-service Training Account.

**D. TEMPORARY CASUALS EMPLOYMENT**

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 2 through 6.

1. Vicki Alvarado—Professional II, \$37.00 per hour, Tuesday through Friday, (varies), 7:30 am to 4:30 pm (varies), effective September 14, 2004 through December 31, 2004, Humanities, Academic Affairs Area, to update, expand, and troubleshoot the Access database she designed. District funded.
2. Ruben B. Avila—Bookstore Aide III, \$7.25 per hour, Monday through Friday, 8:00 am to 4:30 pm, effective July 20, 2004 through June 30, 2005, Bookstore, Administrative Services Area, merchandise receiving, stocking shelves, and sales floor assistance. Funded by Bookstore funds.
3. Vickie Blaho – Paraprofessional (Classroom Tutor), \$13.00 per hour, Monday through Thursday, 9:00am to 5:00pm, effective September 14, 2004, Humanities, Academic Affairs Area, to serve as classroom tutor for classes in Humanities. District funded
4. Nancy Bradbury—Professional I, \$20.00 per hour, Monday through Friday, up to 40 hours per week, effective September 1, 2004 through June 30, 2005, California Virtual Campus, Academic Affairs Area, to provide administrative assistance to director and staff in CVC. Funded by California Virtual Campus Grant.
5. Kathleen Byrne—Tutor I, \$7.50 per hour, Monday-Wednesday-Thursday, 1:00 pm to 3:00 pm, effective September 14, 2004 through June 30, 2005, Learning Resources Unit/Learning Resources Center, Academic Affairs Area, provide tutoring services in the Learning Resources Center. District funded.
6. Timothy Dennis—Professional II, \$32.00 per hour, Monday through Friday (varies), 8:00 am to 5:00 pm (varies), effective September 14, 2004 through June 30, 2005, Workplace Learning Resource Center, Student and Community Advancement Area, to provide training expertise, leadership and professional services in the Police Academy program. Funded by Standards for Training for Certification and Watch Keeping.
7. Martha Gamarro—Paraprofessional, \$9.00 per hour, Monday through Friday, 7:30 am to 4:30 pm, effective August 20, 2004 through June 30, 2005, Community Ed/Community Advancement, Student and Community Advancement Area, to assist with customer service, filing, errands, and general office duties. Funded by Community Education Income.

8. Mike Greco – Paraprofessional, \$13.00 per hour, Monday through Thursday, 9:00am – 5:00pm, effective September 14, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to provide tutoring assistance to classes in the Humanities Division. District funded.
9. Maribel Hernandez—Paraprofessional, \$11.00 per hour, Tuesday-Thursday-Friday, 20 hours per week, effective October 1, 2004 through June 30, 2005, Enrollment Services/First Year Experience Program, Student and Community Advancement Area, to assist counseling staff with case management and program development. Funded by Title V-Hispanic Serving Institution Grant.
10. Eduardo Huante—Interpreter III, \$21.75 per hour, Saturday and Sunday, (varies), 7:00 am to 10:00 pm (varies), effective September 20, 2004 through June 30, 2005, Health Sciences and Athletic/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulation, Section 56026. Funded by Special Resources, DSPS, and District.
11. Christine Johnson – Paraprofessional, \$13.00 per hour, Monday through Thursday, 9:00am to 5:00pm, effective September 14, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to provide tutoring services to classes in Humanities. District funded.
12. Karen Lugo - Paraprofessional, \$13.00 per hour, Monday through Thursday, 9:00am – 5:00pm, effective September 14, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to provide tutoring assistance to classes in the Humanities Division. District funded.
13. Marisol Lugo – Paraprofessional, \$15.00 per hour, Monday through Friday, 20 hours per week, effective October 1, 2004 through June 30, 2005, Community Action for Student Achievement (CASA) Program, Enrollment Services, Student and Community Advancement Area, to provide assistance in department office and assist CASA program director with special projects, events, and student internships. Funded by Title V – Hispanic Serving Institution Grant.
14. Martha Angelica Perez—Paraprofessional, \$16.00 per hour, Monday through Friday, hours will vary, effective September 1, 2004 through June 30, 2005, Counseling and Student Services, Student and Community Advancement Area, to provide administrative support to staff and assist students with inquiries regarding college activities. District funded.

15. Ancialyn Pinckney—Interpreter Novice, \$13.75 per hour, Saturday and Sunday (varies), 7:00 am to 10:00 pm (varies), effective August 30, 2004 through June 30, 2005, Health Sciences and Athletic/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulation, Section 56026. Funded by Special Resources, DSPS, and District.
16. Stephanie Rhodes—Teacher’s Assistant III, \$7.50 per hour, Monday and Wednesday, 1:30 pm to 4:00 pm, effective September 14, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to assist the Forensics coach during forensics meetings. District funded.
17. Martha Rojas – Tutor III, \$9.50 per hour, Tuesdays and Thursdays, 8:00am to 4:00pm, for 15 hours per week, effective September 14, 2004 through June 30, 2005, EOP&S/CalWORKS/CARE, Counseling & Student Services Division, Student and Community Advancement Area, to provide tutoring services to the EOP&S/CARE students and meet the needs of low-skilled level students to increase retention. Funded by EOP&S funds.
18. Orlando Saldana—Police Cadet II, \$8.50 per hour, Monday-Tuesday-Wednesday, 8:00 am to 12 pm, effective September 20, 2004 through June 30, 2005, Campus Police, Administrative Services Area, to perform police cadet duties. District funded.
19. Demetrius Seabrooks—Teacher’s Assistant IV/Emergency Medical Technician, \$11.50 per hour, Wednesday and Thursday, 9:00 am to 6:00 pm/6:00 pm to 10:00 pm, effective September 13, 2004 through June 30, 2005, Industry and Technology, Academic Affairs Area, to assist instructor with teaching/testing in the Emergency Medical Technician program. District funded.
20. Alison Smith – Paraprofessional, \$13.00 per hour, Monday through Thursday, 9:00am to 5:00pm, effective September 14, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to provide tutoring services to students in Humanities. District funded.
21. Dennis Vaughn—Paraprofessional, \$10.00 per hour, Monday through Friday, 6:30 am to 10:45 am/6:30 pm to 1:00 pm (varies), effective September 14, 2004 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to supervise students in Fitness Center, develop and maintain program. District funded.

22. David Winkler—Professional II, \$37.00 per hour, Saturdays and Sundays, 8:00 am to 5:00 pm (varies), effective September 14, 2004 through June 30, 2005, Community Education/Community Advancement, Student and Community Advancement Area, to teach Community Education classes. Funded by Community Education Income.

23. The following individuals to work as Paraprofessional, \$16.00 per hour, Monday through Friday (varies), 7:45 am to 4:30 pm (varies), effective September 7, 2004 through June 30, 2005, Career Placement Services/Community Advancement, Student and Community Advancement Area, to assist with casual/student personnel paperwork, general office duties, and/or provide technical assistance to students in computer lab. District funded.

Andy Van Vo                      Lisa Yaguchi

24. The following individuals to work as Paraprofessional (Coaching Assistant), \$16.25 per hour, Monday through Friday, 4:00 pm to 6:00 pm, effective October 15, 2004 through June 30, 2005, Health Sciences & Athletics, Academic Affairs Area, to help with coaching responsibilities of basketball team. District funded.

Ed Song                              Jeff Neilsen

25. The following individuals to work as Paraprofessional, \$17.00 per hour, Monday through Thursday (varies), 9:00 am to 9:30 pm (varies), effective July 1, 2004, August 30, 2004, and September 14, 2004, respectively, through June 30, 2005, Fine Arts, Academic Affairs Area, to model for life drawing and painting classes. District funded.

Janna Blackwell   Gerarde Imhoff   Randolph LeDoux

26. The following individuals to work as Paraprofessional (Classroom Tutor), \$13.00 per hour, Monday through Thursday (varies), 9:00 am to 5:00 pm, effective September 14, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to guide students in responding to their paragraph and essay assignments. District funded.

Kathleen Daniels   Tyler Hayden   Rufiena Jones  
Frank Mundo        Rebecca Rios     Sharon Schellenbach

27. The following individuals to work as Program Assistant I, \$8.00 per hour, Monday through Friday, hours varies; not to exceed 40 hours per week, effective August 17, 2004 through June 30, 2005, Bookstore, Administrative Services Area, to receive and stock merchandise, bookstore and C-store cashier. District funded.

Imran Tariq            Suzette M. Vaflor            Mishaun L. Watkins

28. The following individuals to work as Program Assistant II, \$9.00 per hour, Monday through Friday, hours varies; not to exceed 40 hours per week, effective August 17, 2004 through June 30, 2005, Bookstore, Administrative Services Area, to receive and stock merchandise, bookstore and C-store cashier. District funded.

Imran Tariq            Carlos Villasenor

29. The following individuals to work as Ticket Clerk, \$9.25 per hour, days varies (as needed basis), hours varies (as needed basis), effective September 14, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to perform a variety of tasks related to ticket sales and general office procedures. Funded by the District and Artes del El Camino.

Jennifer Blandon            Melissa Gabon Guerro

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**Agenda for the El Camino Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Victor Hanson, Vice President**

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**Page No.**

|    |   |   |
|----|---|---|
| A. | AB 2910 – Quarterly Fiscal Status Reports .....                                 | 1 |
| B. | Transfer of Funds to Child Development Fund .....                               | 1 |
| C. | Transfer of Funds to Child Development Fund .....                               | 2 |
| D. | Changes in Fees Beginning July 1, 2004 .....                                    | 2 |
| E. | Approve Transfer of Funds From General Fund to Special Reserve Fund .....       | 2 |
| F. | Approve Fund Transfer From General Fund-Restricted to Capital Outlay Fund ..... | 2 |
| G. | Bid Award 2004-01/Medium Voltage Metal Enclosed Switchgear .....                | 2 |
| H. | Public Works Project Science Complex - Change Orders .....                      | 3 |
| I. | Contracts/Personal Service Agreements Valued at \$50,000 or Higher .....        | 4 |
| J. | Purchase Orders .....   | 4 |

**A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS**

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2004.

AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

Starting with the quarter ending September 30, 1987, and quarterly thereafter, districts are required to prepare a Quarterly Financial Status Report, certified for accuracy by the district chief executive officer and chief business officer, and present this report to the governing board. The report is to be reviewed by the District governing board at a regularly scheduled meeting and entered into the minutes of the meeting. Within five working days following the governing board meeting, the fiscal year status report and a copy of a report of the district's financial condition are to be submitted to the Chancellor's Office and the County Superintendent of Schools. The quarterly reports will be reviewed and districts will be notified if further action is necessary.

The report for June 30, 2004, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2003-04  
Quarter Ended (Q 4) June 30, 2004**

| <u>General Fund – Restricted<br/>&amp; Unrestricted</u> | <u>2003-04 Budget</u> | <u>Year-to-Date Actuals</u> | <u>Percentage</u> |
|---|-----------------------|-----------------------------|-------------------|
| <b>INCOME</b>   |                       |                             |                   |
| Federal   | \$3,300,201           | \$3,044,657                 | 92.26%            |
| State   | 48,785,298            | 49,093,355                  | 100.63%           |
| Local   | 40,256,910            | 41,107,279                  | 102.11%           |
| Interfund Transfers                                     | <u>350,000</u>        | <u>911,910</u>              | 260.55%           |
| Total Income  | \$92,692,409          | \$94,157,201                |                   |
| <b>APPROPRIATIONS</b>                                   |                       |                             |                   |
| Academic Salaries                                       | \$38,238,321          | \$39,011,338                | 102.02%           |
| Classified Salaries                                     | 25,268,012            | 24,303,166                  | 96.18%            |
| Staff Benefits  | 15,308,115            | 15,970,031                  | 104.32%           |
| Supplies/Books  | 2,469,477             | 2,212,625                   | 89.60%            |
| Other Operating Expenses                                | 10,401,833            | 9,813,265                   | 94.34%            |
| Capital Outlay  | 647,060               | 1,183,815                   | 182.95%           |
| Other Outgo   | <u>705,500</u>        | <u>1,301,401</u>            | 184.46%           |
| Total Appropriations                                    | \$93,038,318          | \$93,795,641                |                   |

**B. TRANSFER OF FUNDS TO CHILD DEVELOPMENT FUND**

It is recommended that \$25,595 of monies in the 2003-04 General Fund-Unrestricted (11) be transferred to the Child Development Fund (33) to offset a shortfall in revenues.

**September 13, 2004**

**Administrative Services 1**

**C. TRANSFER OF FUNDS TO CHILD DEVELOPMENT FUND**

It is recommended that \$75,000 of moneys in the 2004-05 General Fund-Unrestricted budget be transferred to the Child Development Fund to offset a shortfall in revenues anticipated from fees and State apportionment.

**D. CHANGE IN FEES BEGINNING JULY 1, 2004**

It is recommended that fees be adjusted for receiving credit by exam and independent study. Fees for these services are set based upon the enrollment fee. The 2004-05 enrollment fee is \$26 for each credit unit. Fees for credit by exam and independent study shall be \$26 per unit, consistent with the fee for the class.

**E. APPROVE TRANSFER OF FUNDS FROM GENERAL FUND (11) TO SPECIAL RESERVE FUND (17)**

It is recommended that an interfund transfer of \$250,000 be approved from the General Fund-Unrestricted (11) to the Special Reserve Fund (17) for payment of 2003-04 retiree benefit contributions.

**F. APPROVE TRANSFER OF FUNDS FROM GENERAL FUND-RESTRICTED (12) TO CAPITAL OUTLAY FUND (41)**

It is recommended that an interfund transfer be approved from Fund 12 to Fund 41 to provide local matching funds for the Facilities Master Plan projects, primarily those funded through General Obligation Bonds. The source of these funds is the balance remaining of National Institute of Science and Technology (NIST) funds as a result of the CMTC separation from El Camino College. This amount is approximately \$650,000.

**G. BID AWARDS 2004-01/MEDIUM VOLTAGE METAL ENCLOSED SWITCHGEAR**

It is recommended that the above Bid #2004-01 - Phase I be awarded to the following vendor for a Metal Enclosed Switchgear Unit in accordance with the specifications, terms, and conditions of the above named bid. The unit to be delivered under cover of this bid will be delivered in February of 2006. Installation will be covered by a vendor to be determined as the result of an upcoming bid process.

| <b>P.O#</b> | <b>Vendor</b> | <b>Bid Amount</b>                         |
|-------------|---------------|---|
| TBD         | ABB Inc. [5]  | \$455,024.00<br>Includes tax and delivery |

Other Bidders: Myers Power Products [5], \$568,580.00; Square D [5], \$653,550.00; Eaton/Cutler-Hammer [5], \$777,822.00.

“No Bid” Responses: None

Non-Responses: 9

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Affirmative Action Status Codes:[1] Minority owned/Disadvantaged Business; [2] Women-owned Business; [3] Small business enterprise; [4] Other; [5] None of the above; [8] Disabled Veteran enterprise

It is recommended that the contracts of the prime trade contractors listed below be changed by the amounts indicated due to the requested change orders.

|                        |              |
|------------------------|--------------|
| a) Angeles Contractors | 1,458.00     |
| b) John Jory           | 33,151.00    |
| c) Dynalectric         | 113,370.00   |
| d) Action Sheet Metal  | 2,718.00     |
| e) ISEC                | 2,594.00     |
| f) Bickerton Iron      | 16,934.00    |
| g) Pierre Sprinkler    | <240.00>     |
| h) G.D. Heil           | <2,686.00>   |
| i) Mitsubishi Elevator | <155,578.00> |
| j) Advantage Painting  | 8,889.00     |
| k) DK Mechanical       | 30,083.00    |
| l) MNZ Janitorial      | 5,125.00     |
| m) Pacific Carpets     | 661.00       |
| n) Best Roofing        | 1,501.00     |
| o) Circulating Air     | 37,431.00    |
| p) Padua Glass         | 5,051.00     |
| q) Conrod              | <13,124.00>  |
| r) Dow Diversified     | <6,060.00>   |
| TOTAL                  | 81,278.00    |

#### Original Scope Adjustments

1. Repair and upgrade of existing 2" gas line, found during construction 2,080.00
2. Modifications required from DSA for the deletion of the project's Elevator replacement (Ref. Item #5) 33,870.00
3. Revised network equipment, switches, modules, battery back-up (uninterruptible power supply), etc. due to manufacturer discontinuation of specified model between the time specifications were written and the time the order was placed (Phase II) 22,563.00

#### Owner Requested Changes

4. Wall/floor patching and painting associated with the installation of Teacher Benches. The actual work was performed in August. Material and infrastructure work was approved at a previous Board meeting. 7,982.00
5. Delete elevator and miscellaneous associated items from the project. <155,578.00>
6. As a result of negotiations with contractor after they installed hoods different from specifications, the cost was reduced and required casework modifications were provided. <7,706.00>
7. Reseal and insulate existing duct on 2<sup>nd</sup> floor of the Natural Science Building. Existing ducting was leaking air and insulation was in poor condition. 7,126.00

**September 13, 2004**

**Administrative Services 3**

Reimbursement of the cost of the following change orders will be requested from the Architect of record, as the items were omitted or incorrectly specified in the construction drawings.

8. Level flooring to create even spaces from hallways through doorways (to comply with ADA code) 1,390.00
9. ADA-required modifications to restrooms 7,225.00
10. Installation of automatic windows from supply rooms to lab rooms, to facilitate proper balancing of air conditioning system 4,787.00
11. Added solar powered exhaust fan. Area was too hot after addition of skylight. 1,961.00

**I. CONTRACTS/PERSONAL SERVICE AGREEMENTS VALUED AT \$50,000 OR HIGHER**

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, approve the District entering into the following agreement with the following contractor and that the Vice President – Administrative Services, or his designee, be authorized to execute the necessary documents.

**Department of Public Social Services, Los Angeles, County of** – The Careers in Child Care Program is a Board of Supervisor mandated program funded by Department of Public Social Services. Its purpose is to provide supportive services to CALWORKS students majoring in Child Development. It offers students tutoring, case management and paid trips to conferences such as the NAEYC or the SAEYC. The County has extended the contract from 10/1/2004 to 6/30/05. Projected Income: \$119,625.65.

**J. PURCHASE ORDERS**

It is recommended that all purchase orders be ratified as shown.

Run Date  
**8/31/2004**

**El Camino Community College District  
BOARD OF TRUSTEES PURCHASE ORDER LISTING**

**Meeting Date: 9/13/2004**

*The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.*

| <b>P.O. Number</b> | <b>Vendor Name</b>              | <b>Site Name</b>     | <b>Description</b>         | <b>P.O. Cost</b> |
|--------------------|---------------------------------|----------------------|----------------------------|------------------|
| P0060803           | Advanced Micro Systems          | Technical Services   | Repairs - Instructional    | \$379.00         |
| P0070260           | Concentra-CMS                   | Ca Virtual Uni. 2nd  | Conferences Other          | \$550.00         |
| P0070331           | Virco Manufacturing Corp.       | Physical Education   | Instructional Supplies     | \$4,179.15       |
| P0070332           | Konica Minolta Business Systems | Information Technolo | Contract Services          | \$618.62         |
| P0070333           | E.C.C.C.D. Bookstore            | MESA Program         | Student Stipends           | \$300.00         |
| P0070335           | Hot Spot Promotions             | CalWORKs             | Non-Instructional Supplies | \$750.00         |
| P0070337           | Totally Hip Software            | CIS                  | Instructional Supplies     | \$199.95         |

**September 13, 2004**

**Administrative Services 4**

|          |                   |                    |                           |          |
|----------|-------------------|--------------------|---------------------------|----------|
| P0070338 | NCMPR             | Public Information | Publications Periodicals  | \$100.00 |
| P0070339 | Logisoft Logisoft | Public Information | Non-Instructional Supplie | \$111.80 |

|          |                                   |                       |                             |              |
|----------|-----------------------------------|-----------------------|-----------------------------|--------------|
| P0070340 | IBM Corporation                   | CADD                  | Data Processing Rentals     | \$3,788.75   |
| P0070341 | Website ASP Inc.                  | Institutional Service | License Fee/Site Licenses   | \$15,232.00  |
| P0070342 | Laguna Clay Company               | Art Department        | Instructional Supplies      | \$290.09     |
| P0070343 | Tri Signal                        | Facilities/Planning   | Repairs Noninstructional    | \$279.06     |
| P0070344 | Tri Signal                        | Facilities/Planning   | Repairs Noninstructional    | \$1,411.89   |
| P0070345 | Konica Minolta Business Solutions | El Camino Language    | Copiers                     | \$1,125.00   |
| P0070346 | Dell Marketing L. P.              | Information Technolo  | Computer Software Account   | \$53,694.17  |
| P0070347 | Child Welfare League of America   | Foster Care Ed 03-04  | Other Services              | \$434.00     |
| P0070348 | Archie Ivy, Inc.                  | Grounds               | Repairs Noninstructional    | \$1,885.00   |
| P0070349 | Delphin Computer Supply           | Health, Safety        | New Equipment – Noninstruc. | \$2,221.29   |
| P0070350 | Chemsearch                        | Plumbing Shop         | Non-Instructional Supplies  | \$443.49     |
| P0070351 | Coach Automart Auto Body          | Facilities/Planning   | Repairs Noninstructional    | \$1,482.85   |
| P0070352 | Dell Marketing L. P.              | Information Technolo  | Instr.CompEquip less than   | \$6,925.14   |
| P0070353 | Delphin Computer Supply           | Information Technolo  | Computer Software Account   | \$2,638.27   |
| P0070354 | Delphin Computer Supply           | Information Technolo  | Instr.CompEquip less than   | \$28,035.67  |
| P0070355 | Medic First Aid International     | Division Office BSSC  | Non-Instructional Supplies  | \$61.96      |
| P0070356 | Dell Marketing L. P.              | Information Technolo  | Instr.Comp Equip            | \$13,386.41  |
| P0070357 | Dell Marketing L. P.              | Information Technolo  | Instr.Comp Equip            | \$232,664.97 |
| P0070358 | American Express Travel           | Univ- Silesia,Ciesz   | Travel And Conference Exp   | \$1,470.20   |
| P0070359 | Best Buys                         | Univ- Silesia,Ciesz   | New Computer Equipmnt-Ins   | \$1,056.03   |
| P0070360 | Hot Spot Promotions               | CalWORKs              | Non-Instructional Supplies  | \$4,017.29   |
| P0070361 | Mass Press                        | CalWORKs              | Non-Instructional Supplies  | \$34.64      |
| P0070362 | Dell Marketing L. P.              | Community Advancement | New Equipment – Noninstruc. | \$5,193.08   |
| P0070363 | Konica Minolta Business Solutions | Community Advancement | Copiers                     | \$393.00     |
| P0070364 | LRP Publications                  | Counseling Office     | Publications/ Periodicals   | \$114.50     |
| P0070365 | Delphin Computer Supply           | Career Center         | Non-Instructional Supplies  | \$163.46     |
| P0070366 | Great Scott Tree Service          | Grounds               | Repairs Noninstructional    | \$14,895.00  |
| P0070367 | Thomson-West/Barclays             | Counseling Office     | Publications/ Periodicals   | \$46.00      |
| P0070368 | South Coast Higher Education Vang | Counseling Office     | Dues And Memberships        | \$50.00      |
| P0070369 | Mass Press                        | Counseling Office     | Non-Instructional Supplies  | \$34.64      |
| P0070370 | Mass Press                        | Counseling Office     | Non-Instructional Supplies  | \$34.64      |
| P0070371 | Woodsmith                         | Construction Technol  | Publications Periodicals    | \$36.00      |
| P0070372 | Little Company of Mary Health Ser | Parking-Student Perm  | Other Services And Expense  | \$35.00      |
| P0070373 | Delphin Computer Supply           | Parking-Student Perm  | New Computer Equipment-No   | \$1,601.02   |
| P0070374 | Bob Lee's Automotive Center       | Parking-Student Perm  | Repairs Noninstructional    | \$331.16     |
| P0070375 | California Community College Leag | Presidents Office     | Dues And Memberships        | \$18,762.00  |
| P0070376 | U.S. Government Printing Office   | Astronomy             | Other Books                 | \$86.60      |
| P0070379 | Griffith Observer                 | Astronomy             | Publications Periodicals    | \$25.00      |
| P0070380 | Transfer Center Directors Assoc.  | Counseling Office     | Dues And Memberships        | \$50.00      |
| P0070381 | Konica Minolta Business Systems   | Information Technolo  | Contract Services           | \$83.76      |
| P0070382 | LRP Publications                  | Counseling Office     | Publications/ Periodicals   | \$50.15      |
| P0070383 | Dell Marketing L. P.              | Information Technolo  | Instr.Comp Equip I          | \$2,257.12   |

September 13, 2004

Administrative Services 5

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| P0070385 | Council for Higher Education      | Presidents Office    | Dues And Memberships       | \$1,200.00  |
| P0070386 | South Bay Regional Public Communi | Parking-Student Perm | Maintenance Contracts      | \$19,750.00 |
| P0070387 | Spot Up, Inc.                     | Health Sciences      | Fundraising                | \$1,064.61  |
| P0070388 | Fairway Sports                    | Health Sciences      | Non-Instructional Supplies | \$932.51    |
| P0070389 | Fairway Sports                    | Health Sciences      | Non-Instructional Supplies | \$309.57    |
| P0070391 | Cognos Corporation                | Information Technolo | Computer Software Account  | \$19,801.80 |
| P0070392 | Lab Safety Supply Company         | Parking-Student Perm | Non-Instructional Supplies | \$425.86    |
| P0070393 | Hitt Marking Devices              | Financial Aid        | Non-Instructional Supplies | \$28.69     |
| P0070394 | Mcnaughton Bookservice            | Division Office Inst | Other Rentals              | \$9,695.74  |
| P0070395 | CCS Presentation Systems, Inc.    | Audio/Visual         | Instructional Supplies     | \$876.00    |
| P0070396 | Carson Chamber of Commerce        | Public Information   | Dues And Memberships       | \$125.00    |
| P0070397 | Manhattan Beach Chamber of Commer | Public Information   | Conferences Mgmt           | \$20.00     |
| P0070398 | Logisoft Logisoft                 | Public Information   | Non-Instructional Supplies | \$192.44    |
| P0070400 | Industrial Metal Supply           | Ctr for Arts Product | Non-Instructional Supplies | \$297.29    |
| P0070401 | Grainger Industrial and Equipment | Ctr for Arts Product | Non-Instructional Supplies | \$155.68    |
| P0070402 | True Roll Inc                     | Ctr for Arts Product | Non-Instructional Supplies | \$34.36     |
| P0070403 | Brite Carpet Cleaning             | Ed & Community Devel | Other Services And Expense | \$240.00    |
| P0070404 | Industrial Caster & Wheel         | Utilities            | Waste Disposal             | \$522.20    |
| P0070405 | Cosco Fire Protection Inc.        | Facilities/Planning  | Repairs Noninstructional   | \$9,930.00  |
| P0070406 | LRP Publications                  | Counseling Office    | Publications/ Periodicals  | \$33.00     |
| P0070407 | Pace Navigator                    | Ctr for Arts Promo   | Multi Media Advertising    | \$1,534.99  |
| P0070408 | CSULA - CSU Conference            | Counseling Office    | Conferences Faculty        | \$65.00     |
| P0070409 | UC Regents                        | CA Articulation No   | Other Books                | \$750.00    |
| P0070410 | A-1 Office Plus                   | Division Office NSci | Non-Instructional Supplies | \$86.60     |
| P0070412 | Sax Arts and Crafts               | Art Department       | Instructional Supplies     | \$803.63    |
| P0070413 | Xerox Corporation                 | Copy Center          | Instructional Supplies     | \$4,076.70  |
| P0070414 | Khl Engineered Packaging Solution | Copy Center          | Instructional Supplies     | \$611.08    |
| P0070415 | Xpedx                             | Copy Center          | Non-Instructional Supplies | \$464.93    |
| P0070416 | Xpedx Paper & Graphics            | Copy Center          | Non-Instructional Supplies | \$400.09    |
| P0070418 | Light Impressions                 | Art Department       | Instructional Supplies     | \$223.30    |
| P0070419 | Northern Tool & Equipment Co.     | Art Department       | Instructional Supplies     | \$563.93    |
| P0070420 | Unisource Corp.                   | Warehouse            | Inventories, Stores, Prep  | \$12,518.90 |
| P0070421 | Ann M. Garten                     | Public Information   | Conferences Mgmt           | \$20.00     |
| P0070422 | Christopher Gray Post Production  | Public Information   | Multi Media Advertising    | \$392.48    |
| P0070424 | California Colleges for Internati | International Educat | Dues And Memberships       | \$400.00    |
| P0070425 | Military & Veterans Affairs Patri | CalWORKs             | Conferences Other          | \$28.00     |
| P0070426 | Hitt Marking Devices              | Purchasing and Busin | Non-Instructional Supplies | \$84.17     |
| P0070427 | Delphin Computer Supply           | Health, Safety       | Non-Instructional Supplies | \$29.56     |
| P0070428 | Achro/EEO                         | Human Resources      | Dues And Memberships       | \$150.00    |
| P0070429 | Hector G. Salazar                 | Ctr for Arts Promo   | Non-Instructional Supplies | \$250.29    |
| P0070430 | Pacific Coachways                 | EOP&S Maint of Effor | Non-Instructional Supplies | \$850.00    |
| P0070431 | American Express Travel           | Business & Int'l Ed. | Transportation/ Mileage    | \$404.84    |
| P0070432 | American Express Travel           | SBDC CITD            | Transportation/ Mileage    | \$18.60     |
| P0070433 | American Express Travel           | SBDC CITD            | Transportation/ Mileage    | \$270.20    |

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| P0070434 | Offside Sports Attn: David Cassor  | Resp Therapy          | Non-Instructional Supplies  | \$915.79    |
| P0070435 | Mcmaster Carr                      | Physics               | Instructional Supplies      | \$263.12    |
| P0070436 | Docutek Information Systems        | Information Technolo  | Computer Software Account   | \$2,495.00  |
| P0070437 | CLIA Laboratory Program            | Health Services       | Direct Supp                 | \$150.00    |
| P0070438 | Judith Norton                      | Ca Virtual Uni. 2nd   | Non-Instructional Supplies  | \$131.38    |
| P0070439 | Life-Assist Inc.                   | Fire Academy/Emergen  | Instructional Supplies      | \$455.27    |
| P0070440 | Safety-Kleen Corporation           | Ref & Lane Tech(Smg   | New Equipment – Instruc.    | \$3,940.30  |
| P0070441 | Foundation for CA Community Colle  | Information Technolo  | Computer Software Account   | \$6,563.00  |
| P0070442 | Delphin Computer Supply            | Community Advancement | New Equipment – Noninstruc. | \$2,618.57  |
| P0070444 | NCAA Publishing                    | Physical Education    | Instructional Supplies      | \$308.90    |
| P0070445 | Mckesson                           | Physical Education    | Other Instr Supplies        | \$64.52     |
| P0070446 | Boise Cascade                      | Testing Center        | Equipment                   | \$189.08    |
| P0070447 | Western Graphix                    | Parking-Student Perm  | Non-Instructional Supplies  | \$23.82     |
| P0070448 | American Express Travel            | Human Resources       | Other Services And Expense  | \$577.60    |
| P0070449 | laclea                             | Parking-Student Perm  | Dues And Memberships        | \$225.00    |
| P0070450 | Daily Breeze, the                  | Administration        | Other Services And Expense  | \$2,094.15  |
| P0070451 | Los Angeles Times                  | Administration        | Other Services And Expense  | \$6,319.00  |
| P0070452 | Consumer Credit Counseling Service | Administration        | Other Services And Expense  | \$300.00    |
| P0070453 | ACCT                               | Testing Center        | Non-Instructional Supplies  | \$209.14    |
| P0070454 | CCS Presentation Systems, Inc.     | Art Department        | New Equipment – Instruc.    | \$4,999.53  |
| P0070455 | Mass Press                         | Counseling Office     | Non-Instructional Supplies  | \$34.64     |
| P0070456 | Ward's Natural Science Establishm  | Chemistry             | Instructional Supplies      | \$332.87    |
| P0070457 | Boise Cascade Office Products      | Financial Aid         | Non-Instructional Supplies  | \$81.19     |
| P0070458 | A-1 Office Plus Att: Rosa          | Health, Safety        | New Equipment – Noninstruc. | \$852.47    |
| P0070459 | Mass Press                         | Financial Aid         | Non-Instructional Supplies  | \$34.64     |
| P0070460 | KZLA - Emmis Communication Corp.   | Administration        | Other Services And Expense  | \$7,950.00  |
| P0070461 | ADT Security Services              | Art Department        | Maintenance Contracts       | \$324.75    |
| P0070462 | NAFSA: Association of Intl. Educ   | International Student | Dues And Memberships        | \$315.00    |
| P0070464 | Advanced Masonry & Concrete        | Grounds               | Repairs Noninstructional    | \$10,575.00 |
| P0070466 | National Geographic                | Earth Sciences        | Publications Periodicals    | \$34.00     |
| P0070467 | Wondries Fleet Division            | Parking-Student Perm  | New Equipment – Noninstruc. | \$1,000.00  |
| P0070468 | National Center on Deafness        | DSPS                  | Instructional Supplies      | \$100.00    |
| P0070469 | Venue Sports                       | Health Sciences and   | Non-Instructional Supplies  | \$2,610.91  |
| P0070470 | Matson Printing                    | Fiscal Services       | Non-Instructional Supplies  | \$987.89    |
| P0070471 | Leonid Rachman                     | International Student | Conferences Mgmt            | \$768.97    |
| P0070472 | Source 4                           | Fiscal Services       | Non-Instructional Supplies  | \$675.57    |
| P0070473 | Hitt Marking Devices               | Fiscal Services       | Non-Instructional Supplies  | \$331.03    |
| P0070474 | The Journal of Light Construction  | Construction Technol  | Publications Periodicals    | \$34.95     |
| P0070475 | Mass Press                         | International Student | Non-Instructional Supplies  | \$34.64     |
| P0070476 | Awards Plus                        | P.O.S.T.              | Instructional Supplies      | \$43.30     |
| P0070477 | Image IV Systems                   | Admissions/Records    | Non-Instructional Supplies  | \$290.11    |
| P0070479 | Mass Press                         | SBDC Program Income   | Non-Instructional Supplies  | \$324.75    |
| P0070480 | American Express Travel            | Public Information    | Conferences Mgmt            | \$159.20    |
| P0070481 | Kathco Products                    | Operations            | Non-Instructional Supplies  | \$1,107.11  |

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|----------|-----------------------------------|-----------------------|----------------------------|-------------|
| P0070482 | American Classic Sanitation       | Operations            | Non-Instructional Supplies | \$325.92    |
| P0070483 | Penmar Enterprises                | Operations            | Non-Instructional Supplies | \$1,858.66  |
| P0070484 | Pak-West                          | Operations            | Non-Instructional Supplies | \$7,209.45  |
| P0070485 | Valley Janitorial Supply          | Operations            | Non-Instructional Supplies | \$698.21    |
| P0070486 | Valley Janitorial Supply          | Operations            | Non-Instructional Supplies | \$6,082.36  |
| P0070487 | Maintex Inc.                      | Operations            | Non-Instructional Supplies | \$664.59    |
| P0070488 | Unisource                         | Operations            | Non-Instructional Supplies | \$357.87    |
| P0070491 | Continuous Quality Improvement    | Presidents Office     | Dues And Memberships       | \$1,750.00  |
| P0070492 | NCMPR                             | Public Information    | Conferences Mgmt           | \$165.00    |
| P0070493 | Safe Navigation                   | (STCW) Standards      | Other Books                | \$982.25    |
| P0070494 | World Wide Broadcast Service      | Public Information    | Non-Instructional Supplies | \$1,500.00  |
| P0070495 | Full Compass                      | Ctr for Arts Product  | Non-Instructional Supplies | \$305.12    |
| P0070497 | American Express Travel           | Cact CA Employee Tra  | Transportation/ Mileage    | \$11.91     |
| P0070498 | American Express Travel           | Cact CA Employee Tra  | Transportation/ Mileage    | \$486.48    |
| P0070499 | Prism Embellished Sportswear      | Specialty Beverage    | Non-Instructional Supplies | \$811.88    |
| P0070501 | Entrepreneur Group                | SBDC COCCC            | Other Books                | \$343.77    |
| P0070502 | RMA                               | SBDC COCCC            | Other Books                | \$290.00    |
| P0070503 | California Black Chamber of Comme | SBA 1/1/04 to 12/31   | Conferences Other          | \$350.00    |
| P0070504 | The National Economic Development | Ed & Community Devel  | Transportation/ Mileage    | \$432.40    |
| P0070505 | D & D Sporting Goods              | Physical Education    | Instructional Supplies     | \$562.36    |
| P0070506 | Tomark Sports, Inc.               | Physical Education    | Instructional Supplies     | \$333.10    |
| P0070508 | B.S.N. Sports                     | Physical Education    | Instructional Supplies     | \$91.48     |
| P0070509 | Armstrong Medical Industries      | Physical Education    | Instructional Supplies     | \$2,015.41  |
| P0070511 | Study in the Usa                  | EI Camino Language    | Multi Media Advertising    | \$5,000.00  |
| P0070512 | Postal Priviledge                 | Title V CSUDH         | Postage                    | \$31.00     |
| P0070513 | Datatel, Inc.                     | Information Technolo  | Maintenance Contracts      | \$2,644.00  |
| P0070516 | Karcher Environmental             | Facilities/Planning   | Repairs Noninstructional   | \$3,215.00  |
| P0070517 | Torrance Unified School District  | ATE-Articulation Par  | Contract Services          | \$238.74    |
| P0070518 | Maurice Kogon                     | SBDC CITD             | Multi Media Advertising    | \$299.00    |
| P0070519 | California Community Colleges Boa | Administrative Servi  | Conferences Mgmt           | \$150.00    |
| P0070521 | International Smog & Auto         | Facilities/Planning   | Repairs Noninstructional   | \$440.00    |
| P0070523 | Unisource Corp.                   | Warehouse             | Inventories, Stores, Prep  | \$1,115.09  |
| P0070524 | United Oil Company                | Hazmat Transportation | Gasoline                   | \$15,961.28 |
| P0070526 | American Express Travel           | SBDC CITD             | Transportation/ Mileage    | \$288.80    |
| P0070527 | Judy Kasabian                     | ATE-Articulation Par  | Instructional Supplies     | \$460.51    |
| P0070528 | Ann M. Garten                     | Public Information    | Conferences Mgmt           | \$270.00    |
| P0070529 | Athletics Galore                  | Physical Education    | Instructional Supplies     | \$964.23    |
| P0070530 | Specialty Coffee Association      | Specialty Beverage    | Dues And Memberships       | \$285.00    |
| P0070531 | Hacu-Member Services Dept.        | Title V Management    | Conferences Mgmt           | \$175.00    |
| P0070532 | American Express Travel           | Title V Management    | Conferences Mgmt           | \$274.30    |
| P0070533 | Intercontinental Hotel            | Title V Management    | Conferences Mgmt           | \$471.21    |
| P0070534 | Emlight Design                    | Ctr for Arts Product  | Non-Instructional Supplies | \$257.00    |
| P0070535 | Telex Communications              | Ctr for Arts Product  | Repairs Parts And Supplies | \$302.35    |
| P0070536 | Dramatists Play Services, Inc.    | Fine Arts             | Non-Instructional Supplies | \$50.00     |

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| P0070537 | Samuel French, Inc.               | Fine Arts            | Non-Instructional Supplies | \$40.00    |
| P0070538 | S & B Food Services Catering Serv | EOPS CARE            | Non-Instructional Supplies | \$825.00   |
| P0070541 | School Services of California     | Administrative Servi | Contract Services          | \$3,000.00 |
| P0070542 | Dynamic Graphics, Inc             | Public Information   | Publications/ Periodicals  | \$947.40   |
| P0070543 | Cal Osha Reporter                 | Health, Safety       | Publications Periodicals   | \$397.00   |
| P0070544 | Stevens Publishing                | Health, Safety       | Publications Periodicals   | \$79.00    |
| P0070545 | West Group                        | Health, Safety       | Publications Periodicals   | \$385.00   |
| P0070546 | National Safety Council           | Health, Safety       | Dues And Memberships       | \$374.75   |
| P0070547 | Torrance Chamber of Commerce      | Public Information   | Dues And Memberships       | \$210.00   |
| P0070548 | Pro Look Sports Corporation       | Health Sciences and  | Non-Instructional Supplies | \$130.72   |
| P0070549 | California Dept. Health Service   | Rad Tech             | Dues And Memberships       | \$100.00   |
| P0070553 | D S J Electric                    | Ctr for Arts Product | Non-Instructional Supplies | \$184.03   |
| P0070554 | Citrus College C.C.C.C.S.A.A.     | Student Affairs      | Conferences Mgmt           | \$150.00   |
| P0070555 | California Dept. Health Service   | Rad Tech             | Dues And Memberships       | \$100.00   |
| P0070556 | Gable House Bowl                  | Physical Education   | Instructional Supplies     | \$25.00    |
| P0070561 | Pacific Coachways                 | Counseling Office    | Non-Instructional Supplies | \$320.00   |
| P0070564 | Museum of Tolerance               | Counseling Office    | Non-Instructional Supplies | \$195.00   |

**Total : 200 \$644,470.65**

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| B0070047 | Daily Breeze, the    | Public Information    | Non-Instructional Supplies | \$200.00     |
| B0070080 | Pak West             | Operations            | Non-Instructional Supplies | \$49,276.48  |
| B0077234 | Deborah L. Imonti    | CACT COCCC            | PSA Contract Services      | \$80,000.00  |
| B0077250 | California State Uni | Nursing               | Instructional Supplies     | \$1.00       |
| B0077383 | Linda-Marie Sundstro | Inglewood One Stop    | PSA Contract Services      | \$45,000.00  |
| B0077385 | Barbara J. Kouba     | Victorville Office A  | PSA Contract Services      | \$12,500.00  |
| B0077487 | Karen L. Meezan      | Ca Virtual Uni. 2nd   | PSA Contract Services      | \$750.00     |
| B0077488 | Donna Eyestone       | Ca Virtual Uni. 2nd   | PSA Contract Services      | \$1,500.00   |
| B0077493 | Community College Fo | KEPS                  | Contract Services          | \$1.00       |
| B0077505 | Lawrence Ferrara     | Calif. Virtual Univ.  | PSA Contract Services      | \$750.00     |
| B0077508 | Parker & Covert Llp  | Institutional Service | Legal                      | \$200,000.00 |
| B0077520 | El Segundo Janitoria | Ed & Community Devel  | Contract Services          | \$14,400.00  |
| B0077522 | Action Contractors I | Ed & Community Devel  | Contract Services          | \$10,000.00  |
| B0077584 | Mid City Mailing Ser | Ctr for Arts Promo    | Postage                    | \$5,000.00   |
| B0077585 | Xpedx Paper & Graphi | Ctr for Arts Promo    | Non-Instructional Supplies | \$600.00     |
| B0077586 | Daily Breeze, the    | Ctr for Arts Promo    | Multi Media Advertising    | \$30,000.00  |
| B0077587 | Lisa's Bon Appetit   | Ctr for Arts Promo    | Other Services And Expense | \$6,000.00   |
| B0077588 | Kkiz-Fm/Pacific Publ | Ctr for Arts Promo    | Multi Media Advertising    | \$6,000.00   |
| B0077589 | Torrance Postmaster  | Ctr for Arts Promo    | Postage                    | \$6,000.00   |
| B0077590 | ECCD Petty Cash      | MESA Program          | Non-Instructional Supplies | \$500.00     |
| B0077591 | E.C.C. Public Inform | MESA Program          | Non-Instructional Supplies | \$300.00     |
| B0077592 | St. Joseph Hospital  | Nursing               | Instructional Supplies     | \$1.00       |
| B0077593 | West Group           | Instructional Service | Library Books              | \$23,000.00  |
| B0077594 | Routledge            | Instructional Service | Library Books              | \$2,200.00   |
| B0077595 | Nolo Press           | Instructional Service | Library Books              | \$550.00     |
| B0077597 | Lexis Nexis Matthew  | Instructional Service | Library Books              | \$11,000.00  |

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| B0077598 | The Gale Group       | Instructional Service | Library Books              | \$13,500.00  |
| B0077599 | ECCD Pty Csh         | Instructional Service | Library Books              | \$300.00     |
| B0077600 | Brodart Co           | Instructional Service | Library Books              | \$500.00     |
| B0077601 | Bowker/Reed Elsevier | Instructional Service | Library Books              | \$2,800.00   |
| B0077602 | Connect TV           | Audio/Visual          | Repairs - Instructional    | \$800.00     |
| B0077603 | VTR Service Co.      | Audio/Visual          | Repairs - Instructional    | \$1,500.00   |
| B0077604 | Pro Color Lab West,  | Audio/Visual          | Instructional Supplies     | \$800.00     |
| B0077605 | Pacific Radio Electr | Audio/Visual          | Instructional Supplies     | \$700.00     |
| B0077606 | ECCD Petty Cash      | Film Rental           | Instructional Supplies     | \$150.00     |
| B0077607 | Battery Specialties  | Instructional Televi  | Instructional Supplies     | \$100.00     |
| B0077608 | Midwest Library Serv | Instructional Service | Library Books              | \$7,500.00   |
| B0077609 | University of Southe | Field Trips and Dona  | Field Trip Expense         | \$14,450.00  |
| B0077610 | Seers Lumber Company | Construction Technol  | Instructional Supplies     | \$3,000.00   |
| B0077611 | Crenshaw Lumber      | Construction Technol  | Instructional Supplies     | \$2,000.00   |
| B0077612 | Nextel Communication | Operations            | Telephone                  | \$4,000.00   |
| B0077613 | McMaster - Carr Supp | Carpenter Shop        | Non-Instructional Supplies | \$4,500.00   |
| B0077614 | E.C.C. Public Inform | Foster Care Ed 03-04  | Reproduction Instructional | \$250.00     |
| B0077615 | E.C.C.C.D. Bookstore | Psychology            | Other Books                | \$183.00     |
| B0077616 | ECCD Petty Cash      | Anthropology          | Instructional Supplies     | \$2,000.00   |
| B0077617 | ECCD Petty Cash      | Division Office BSSC  | Non-Instructional Supplies | \$150.00     |
| B0077618 | ECCD Petty Cash      | Astronomy             | Instructional Supplies     | \$300.00     |
| B0077619 | California Schools D | Dental Self Ins       | Benefits And Claims Paid   | \$850,000.00 |
| B0077620 | ECCD Petty Cash      | Discovery Series      | Multi Media Advertising    | \$800.00     |
| B0077621 | KZLA - Emmis Communi | Ctr for Arts Promo    | Multi Media Advertising    | \$8,000.00   |
| B0077622 | Unique Cleaners      | Ctr for Arts Promo    | Other Services And Expense | \$400.00     |
| B0077623 | Torrance Hilton      | Ctr for Arts Promo    | Other Services And Expense | \$2,000.00   |
| B0077624 | ECCD Petty Cash      | Ctr for Arts Promo    | Non-Instructional Supplies | \$3,500.00   |
| B0077625 | ECCD Petty Cash      | Counseling Office     | Non-Instructional Supplies | \$1,000.00   |
| B0077626 | Mohave Instrument Co | Construction Technol  | Repairs - Instructional    | \$2,000.00   |
| B0077627 | ECCD Pty Csh         | Division Office Inst  | Instructional Supplies     | \$600.00     |
| B0077628 | Kater-Crafts Bookbin | Division Office Inst  | Bookbinding                | \$3,372.00   |
| B0077629 | EBSCO SUBSCRIPTION   | Division Office Inst  | Publications Periodicals   | \$30,889.00  |
| B0077630 | Brinks Home Security | Division Office Inst  | Other Services And Expense | \$335.40     |
| B0077631 | ECCD Petty Cash      | Film Rental           | Instructional Supplies     | \$150.00     |
| B0077632 | ECCD Petty Cash      | Learning Center       | Instructional Supplies     | \$300.00     |
| B0077633 | Fry's Electronics    | Learning Center       | Instructional Supplies     | \$400.00     |
| B0077634 | ACS                  | Fiscal Services       | Contract Services          | \$1,500.00   |
| B0077635 | Benny the Broom      | Parking-Student Perm  | Maintenance Contracts      | \$1,000.00   |
| B0077636 | S & B Food Services  | Presidents Office     | Other Services And Expense | \$16,000.00  |
| B0077637 | Mt. San Antonio Coll | Nursing - Prereq. Co  | Contract Services          | \$1.00       |
| B0077639 | 101 la Brea Plaza LI | 00-01 P4E INGLEWOOD   | Building Rental            | \$54,000.00  |
| B0077640 | Sure Fire Presentati | Public Information    | Instructional Supplies     | \$700.00     |
| B0077641 | Graphic Media        | Public Information    | Instructional Supplies     | \$1,000.00   |

September 13, 2004

Administrative Services 10

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|----------|----------------------|-----------------------|----------------------------|--------------|
| B0077642 | S & B Food Services  | Parking-Student Perm  | Non-Instructional Supplies | \$500.00     |
| B0077643 | ECCD Petty Cash      | Community Advancement | Non-Instructional Supplies | \$500.00     |
| B0077644 | ECCD Petty Cash      | Ed & Community Devel  | Non-Instructional Supplies | \$500.00     |
| B0077645 | ECCD Petty Cash      | Community Advancement | Non-Instructional Supplies | \$1,000.00   |
| B0077646 | ECCD Petty Cash      | EOPS CARE             | Non-Instructional Supplies | \$400.00     |
| B0077647 | Bit of Europe Cateri | Ed & Community Devel  | Non-Instructional Supplies | \$1,500.00   |
| B0077648 | Ad Club              | Community Advancement | Multi Media Advertising    | \$3,000.00   |
| B0077649 | ECCD Petty Cash      | Rad Tech              | Instructional Supplies     | \$300.00     |
| B0077650 | Asmara U.S.A., Inc.  | Business & Int'l Ed.  | Contract Services          | \$20,000.00  |
| B0077651 | Unilab               | Health Services       | Contract Lab Services      | \$28,000.00  |
| B0077652 | Airgas               | Student Affairs       | General Office Supplies    | \$810.00     |
| B0077653 | Allstar Fire Equipme | P4E INGLEWOOD FIRE    | Instructional Supplies     | \$5,000.00   |
| B0077654 | Sparkle Sanitary Sup | P4E INGLEWOOD FIRE    | Instructional Supplies     | \$2,500.00   |
| B0077655 | ECCD Petty Cash      | P4E INGLEWOOD FIRE    | Instructional Supplies     | \$2,000.00   |
| B0077656 | Jack's Recycling     | P4E INGLEWOOD FIRE    | Waste Disposal             | \$800.00     |
| B0077657 | Van Lingen Body Shop | P4E INGLEWOOD FIRE    | Waste Disposal             | \$200.00     |
| B0077658 | Brenton Safety       | P4E INGLEWOOD FIRE    | Repairs - Instructional    | \$4,000.00   |
| B0077659 | Fail Safe Testing    | P4E INGLEWOOD FIRE    | Repairs - Instructional    | \$1,000.00   |
| B0077660 | Hi-Tech Emergency Ve | P4E INGLEWOOD FIRE    | Repairs - Instructional    | \$1,500.00   |
| B0077661 | SOCAL Air, Inc.      | P4E INGLEWOOD FIRE    | Repairs - Instructional    | \$1,500.00   |
| B0077662 | Advanced Electronics | Ctr for Arts Instr/A  | Maintenance Contracts      | \$1,681.20   |
| B0077663 | Torrance Electronics | Ctr for Arts Product  | Repairs Parts And Supplies | \$500.00     |
| B0077664 | Angstrom Stage Light | Ctr for Arts Product  | Other Rentals              | \$1,000.00   |
| B0077665 | J.C. Entertainment   | Ctr for Arts Product  | Other Rentals              | \$500.00     |
| B0077666 | Studio Instruments   | Ctr for Arts Product  | Other Rentals              | \$5,000.00   |
| B0077667 | West Coast Sound Ser | Ctr for Arts Product  | Other Rentals              | \$15,000.00  |
| B0077668 | Safety-Kleen Corpora | Automotive Technology | Maintenance Contracts      | \$6,000.00   |
| B0077669 | Kirk's Diesel        | P4E INGLEWOOD FIRE    | Repairs - Instructional    | \$3,000.00   |
| B0077670 | Southland Lumber     | Fire Tech Donations   | Instructional Supplies     | \$5,000.00   |
| B0077671 | Spectrum Laboratory  | Chemistry             | Instructional Supplies     | \$500.00     |
| B0077673 | B.D. White Top Soil  | Horticulture          | Instructional Supplies     | \$341.46     |
| B0077674 | ECCD Petty Cash      | Horticulture          | Instructional Supplies     | \$600.00     |
| B0077675 | ECCD Petty Cash      | Life Sciences         | Other Services And Expense | \$400.00     |
| B0077676 | E.C.C.C.D. Bookstore | EOPS                  | EOP&S Book Service         | \$280,538.00 |
| B0077677 | Enterprise Rentals   | Life Sciences         | Transportation             | \$1,000.00   |
| B0077678 | Teledyne Electronic  | Cact CA Employee Tra  | Contract Services          | \$1.00       |
| B0077679 | Tri-Star Electronics | Cact CA Employee Tra  | Contract Services          | \$1.00       |
| B0077680 | Tri-Star Electronics | Cact CA Employee Tra  | Contract Services          | \$1.00       |
| B0077681 | South Bay Regional   | Parking-Student Perm  | Maintenance Contracts      | \$12,000.00  |
| B0077682 | Enterprise Rentals   | Earth Sciences        | Transportation             | \$3,020.00   |
| B0077683 | Burton's Saw Sharpen | P4E INGLEWOOD FIRE T  | Repairs - Instructional    | \$750.00     |
| B0077684 | Los Angeles Weekly   | Public Information    | Multi Media Advertising    | \$30,000.00  |
| B0077685 | 1099 Pro., Inc.      | Fiscal Services       | Contract Services          | \$29,601.12  |
| B0077686 | California State Uni | Ca Virtual Uni. 2nd   | Contract Services          | \$1.00       |

September 13, 2004

Administrative Services 11

|          |                                    |                      |                            |                                    |
|----------|------------------------------------|----------------------|----------------------------|------------------------------------|
| B0077690 | Cedars-Sinai Medical               | Paramedic Academy    | Contract Services          | \$1.00                             |
| B0077691 | Department of Justice              | Human Resources      | Other Services And Expense | \$5,000.00                         |
| B0077692 | E.C.C. Public Inform               | RITC 10/1/03 - 9/30  | Reproduction – Noninstruc. | \$500.00                           |
| B0077694 | Southern California                | RITC 10/1/03 - 9/30  | Contract Services          | \$500.00                           |
| B0077695 | Capital Wholesale Li               | Electric Shop        | Non-Instructional Supplies | \$15,000.00                        |
| B0077697 | S & B Food Services                | EOPS CARE            | Transportation Repair Vou  | \$30,000.00                        |
| B0077698 | HYFN                               | Public Information   | Multi Media Advertising    | \$10,000.00                        |
| B0077699 | Infinity Broadcasting              | Public Information   | Multi Media Advertising    | \$30,000.00                        |
| B0077700 | ECC Cashier - Tuition              | Nursing - Prereq. Co | Other Services And Expense | \$8,000.00                         |
| B0077701 | ECC Cashier - Tuition              | LA Cty Hlth Svc/Mt.  | Other Services And Expense | \$25,000.00                        |
| B0077702 | Power 106 FM                       | Public Information   | Multi Media Advertising    | \$30,000.00                        |
| B0077703 | At&t Wireless Service              | Operations           | Telephone                  | \$1,000.00                         |
| B0077704 | E.C.C. Public Inform               | Student Affairs      | ASB Exp.                   | \$200.00                           |
|          | <b><i>Total :</i></b>              | <b>126</b>           |                            | <b>\$2,169,606.66</b>              |
|          | <b><i>Total POs and BPOs :</i></b> | <b>326</b>           |                            | <b><i>TOTAL</i> \$2,814,077.31</b> |

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**Agenda for the El Camino Community College District Board of Trustees  
for  
Measure “E” Bond Fund**

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|  | <u>Page No.</u> |
|--|-----------------|
| I. INFORMATION   |                 |
| A. Equipment/Technology Expenditures.....                    | 2               |
| B. General Obligation Bond Fund Categories and Project ..... | 3               |
| C. Facilities Master Plan Timeline. ....                     | 4               |
| D. Facilities Master Plan Budget .....                       | 5               |
| E. Preliminary Projects Budgets. ....                        | 6               |
| F. Facilities Master Plan Funding.....                       | 8               |
| G. Citizens’ Bond Oversight Committee .....                  | 9               |
| II. APPROVAL   |                 |
| III. RATIFICATION  |                 |
| A. Purchase Orders. ....                                     | 9               |
| B. Change Orders.....  | 9               |

**I. INFORMATION**

**A. EQUIPMENT/TECHNOLOGY EXPENDITURES** – The following table reports the status of equipment purchase orders issued as of July 31, 2004, for equipment authorized at the August 18, 2003, meeting which were rebudgeted for the 2004-05 fiscal year.

| <b><u>Instructional Equipment</u></b>  | <b><u>Budget</u></b> | <b><u>Expended</u></b> | <b><u>Balance</u></b> |
|--|----------------------|------------------------|-----------------------|
|  |                      |                        |                       |
| Business (0602)                        | 336,000              | 145,234                | 190,766               |
| Fine Arts (0604)                       | 90,000               | 0                      | 90,000                |
| Health Science & Athletics (0605)      | 13,800               | 8,938                  | 4,862                 |
| Industry & Technology (0607)           | 57,326               | 0                      | 57,326                |
| Learning Resources (0609)              | 325,000              | 0                      | 325,000               |
| Mathematical Sciences (0610)           | 68,121               | 3,117                  | 65,004                |
| Natural Sciences (0611)                | 5,200                | 2,453                  | 2,747                 |
|  |                      |                        |                       |
| Total Instructional Equipment          | 895,447              | 159,742                | 735,705               |
|  |                      |                        |                       |
| <b><u>Technology</u></b>               |                      |                        |                       |
|  |                      |                        |                       |
| Information Technology Services (0608) | 1,557,570            | 0                      | 1,557,570             |
|  |                      |                        |                       |
| Total Technology                       | 1,557,570            | 0                      | 1,557,570             |
|  |                      |                        |                       |
| <b><u>Other Equipment</u></b>          |                      |                        |                       |
|  |                      |                        |                       |
| Admissions & Records (0613)            | 79,800               | 3,302                  | 76,498                |
| Health Center (0613)                   | 5,000                | 0                      | 5,000                 |
|  |                      |                        |                       |
|  |                      |                        |                       |
|  |                      |                        |                       |
| Total Other Equipment                  | 84,800               | 3,302                  | 81,498                |
|  |                      |                        |                       |
| Grand Total                            | 2,537,817            | 163,044                | 2,374,773             |
|  |                      |                        |                       |

**B. GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS**

BUDGETED 2004-05

|                    |   |                |                         |
|--------------------|---|----------------|-------------------------|
|                    | <u>Additional Classrooms and Modernization</u>                  |                |                         |
| 0203               | Athletic Education and Fitness Complex                          | \$ 50,000      |                         |
| 0206               | Central Plant   | 25,000         |                         |
| 0212               | Humanities Complex Replacement                                  | 1,534,477      |                         |
| 0216               | Remodeling Phase Two  | 50,000         |                         |
| 0219               | Science Complex Renovation                                      | 3,877,298      |                         |
| 0221               | Temporary Space and Relocation Costs                            | 50,000         |                         |
| 0224               | Signage and Wayfinding  | <u>70,000</u>  |                         |
|                    | Total Additional Classrooms and Modernization                   |                | \$5,656,775             |
|                    | <u>Campus Site Improvements: Accessibility, Safety/Security</u> |                |                         |
| 0301               | Asphalt Resurfacing – All Lots                                  | \$ 15,000      |                         |
| 0302               | Emergency Generators and Distribution                           | 50,000         |                         |
| 0304               | Entrance – Redondo Beach Blvd. To Lot H                         | 30,000         |                         |
| 0305               | Fencing Replacement and Additions                               | 30,000         |                         |
| 0306               | Landscaping and Irrigation System Replacements                  | 80,000         |                         |
| 0308               | Lighting – Upgrade/Replace All Lots                             | 275,000        |                         |
| 0309               | Lot F Parking Structure Improvements                            | 20,000         |                         |
| 0310               | Lot H Parking Structure   | 200,000        |                         |
| 0311               | Paving Replacement  | 50,000         |                         |
| 0313               | Security Video  | 10,000         |                         |
| 0314               | Voice/Data/Signal Site Duct Bank                                | <u>100,000</u> |                         |
|                    | Total Campus Site Improvements: Accessibility, Safety/Security  |                | 860,000                 |
|                    | <u>Health and Safety Improvements</u>                           |                |                         |
| 0508               | Construction Technology   | \$ 60,000      |                         |
| 0509               | Domestic Water System   | 440,000        |                         |
| 0511               | Fire Alarm  | 210,000        |                         |
| 0512               | Firelines   | 320,000        |                         |
| 0513               | Hazardous Materials Abatement                                   | 67,500         |                         |
| 0516               | Marsee Auditorium   | 50,000         |                         |
| 0517               | Math & Computer Sciences  | 20,000         |                         |
| 0519               | Natural Gas System  | 5,000          |                         |
| 0524               | Primary Electrical Distribution System                          | 800,000        |                         |
| 0526               | Security Systems  | 50,000         |                         |
| 0527               | Sewer System  | <u>40,000</u>  |                         |
|                    | Total Health and Safety Improvements                            |                | 2,062,500               |
|                    | <u>Information Technology and Equipment</u>                     |                |                         |
| 0602               | Business  | \$ 336,000     |                         |
| 0604               | Fine Arts   | 90,000         |                         |
| 0605               | HSA-SRC   | 13,800         |                         |
| 0607               | Industry and Technology   | 57,326         |                         |
| 0608               | Information Technology  | 1,557,570      |                         |
| 0609               | Learning Resources  | 325,000        |                         |
| 0610               | Math  | 68,121         |                         |
| 0611               | Natural Sciences  | 5,200          |                         |
| 0613               | Student and Community Advancement                               | <u>84,000</u>  |                         |
|                    | Total Information Technology and Equipment                      |                | <u>2,537,817</u>        |
|                    | TOTAL ALL PROJECTS  |                | \$11,117,092            |
| September 13, 2004 |   |                | Measure “E” Bond Fund 3 |

## **C. FACILITIES MASTER PLAN TIMELINE**

Listed below are the initial eight projects to be constructed during the period from July 2004, through September, 2010.

1. SCIENCE COMPLEX RENOVATION (0219)
  - a. Construction Phase 1 April 2003 – March 2004
  - b. Construction Phase 2 July 2004 – December 2004
2. PRIMARY ELECTRICAL SUBSTATION SYSTEM REPLACEMENT (0524)
  - a. Design April 2004 – September 2005
  - b. DSA Review October 2005 – March 2006
  - c. Bidding April 2006 – June 2006
  - d. Construction July 2006 – March 2007
3. LOT H PARKING STRUCTURE (0310)
  - a. Programming April 2004 – June 2004
  - b. Design July 2004 – December 2004
  - c. DSA Review January 2005 – June 2005
  - d. Bidding July 2005 – September 2005
  - e. Construction October 2005 - June 2006
4. HUMANITIES COMPLEX REPLACEMENT (0212)
  - a. Programming March 2004 – August 2004
  - b. Design July 2004 – March 2005
  - c. DSA Review April 2005 – September 2005
  - d. Bidding October 2005 – December 2005
  - e. Construction January 2006 – September 2007
5. STUDENT SERVICES AND ACTIVITIES CENTER REPLACEMENT (0220)
  - a. Programming April 2006 – September 2006
  - b. Design October 2006 – March 2007
  - c. DSA Review April 2007 – September 2007
  - d. Bidding October 2007 – December 2007
  - e. Construction January 2008 – June 2009
6. ATHLETIC AND FITNESS COMPLEX (0203)
  - a. Programming January 2006 – March 2006
  - b. Design April 2006 – December 2006
  - c. DSA Review January 2007 – June 2007
  - d. Bidding July 2007 – September 2007
  - e. Construction October 2007 – March 2009
7. HEALTH OCCUPATIONS AND WELLNESS CENTER (0211)
  - a. Programming July 2007 – September 2007
  - b. Design October 2007 – June 2008
  - c. DSA Review July 2008 – December 2008
  - d. Bidding January 2009 – March 2009
  - e. Construction April 2009 – September 2010
8. BOOKSTORE/CAFETERIA RENOVATION (0204)
  - a. Programming January 2008 – June 2008
  - b. Design July 2008 – December 2008
  - c. DSA Review January 2009 – June 2009
  - d. Bidding July 2009 – September 2009
  - e. Construction October 2009 – September 2010

September 13, 2004

Measure "E" Bond Fund 4

**D. FACILITIES MASTER PLAN BUDGET**

Budgets for the initial four bond projects shown on page 4 have been developed, and the five major activities of each project are shown below. Construction change orders are provided in the contingency category.

|  | <u>State Funding</u> | <u>Bond Funding</u> | <u>Total</u>        |
|--|----------------------|---------------------|---------------------|
| <b>SCIENCE COMPLEX RENOVATION (0219)</b>                                   |                      |                     |                     |
| Design & Plan Review   | \$1,031,000          | \$500,638           | \$1,531,638         |
| Relocation   | 0                    | 1,527,187           | 1,527,187           |
| Hazardous Material Abatement   | 357,190              | 0                   | 357,190             |
| Construction   | 14,414,088           | 3,494,438           | 17,908,526          |
| Construction Administration  | 443,000              | 76,475              | 519,475             |
| Contingency  | 884,000              | 0                   | 884,000             |
| Equipment  | <u>0</u>             | <u>1,133,000</u>    | <u>1,133,000</u>    |
|  | 17,129,278           | 6,731,738           | 23,861,016          |
| <b>PRIMARY ELECTRICAL SUBSTATION<br/>SYSTEM REPLACEMENT PHASE I (0524)</b> |                      |                     |                     |
| Design & Plan Review   | \$ 0                 | \$ 500,000          | \$ 500,000          |
| Construction   | 100,000              | 4,704,000           | 4,804,000           |
| Construction Administration  | 0                    | 196,000             | 196,000             |
| Contingency  | 0                    | 735,000             | 735,000             |
| Equipment  | <u>0</u>             | <u>0</u>            | <u>0</u>            |
|  | 100,000              | 6,135,000           | 6,235,000           |
| <b>LOT H PARKING STRUCTURE (0310)</b>                                      |                      |                     |                     |
| Design & Plan Review   | \$ 0                 | \$ 690,000          | \$ 690,000          |
| Construction   | 0                    | 6,996,000           | 6,996,000           |
| Construction Administration  | 0                    | 187,000             | 187,000             |
| Contingency  | 0                    | 475,000             | 475,000             |
| Equipment  | <u>0</u>             | <u>0</u>            | <u>0</u>            |
|  | 0                    | 8,348,000           | 8,348,000           |
| <b>HUMANITIES COMPLEX REPLACEMENT<br/>(0212)</b>                           |                      |                     |                     |
| Design & Plan Review   | \$ 0                 | \$ 1,662,000        | \$ 1,662,000        |
| Construction   | 0                    | 17,323,000          | 17,323,000          |
| Construction Administration  | 0                    | 429,000             | 429,000             |
| Contingency  | 0                    | 1,092,000           | 1,092,000           |
| Equipment  | <u>0</u>             | <u>1,018,000</u>    | <u>1,018,000</u>    |
|  | 0                    | 21,524,000          | 21,524,000          |
| <b>TOTAL</b>   | <b>\$17,229,278</b>  | <b>\$42,738,738</b> | <b>\$59,968,016</b> |

## E. PROJECT BUDGETS

The Facilities Needs Report prepared May, 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified in the following listing. The needs report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets were revised February 17, 2004, when project scopes and timelines were further defined. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through August, 2004.

| <b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 8/31/04)</b>    |                           |                           |                    |
|--|---------------------------|---------------------------|--------------------|
|  | <b>REVISED<br/>BUDGET</b> | <b>TOTAL<br/>EXPENDED</b> | <b>BALANCE</b>     |
| <b><u>Additional Classrooms and Modernization (ACM)</u></b>                    |                           |                           |                    |
| Acquisitions (0201)  | 5,000,000                 | 705,867                   | 4,294,133          |
| Architectural Barrier Removal Phase 2 (0202)                                   | 1,529,000                 | 9,347                     | 1,519,653          |
| Athletic Education and Fitness Complex (0203)                                  | 15,718,000                | 147,542                   | 15,570,458         |
| Bookstore/Cafeteria Conversion to Administration (0204)                        | 6,084,896                 | 36,692                    | 6,048,204          |
| Business Building Replacement (0205)   | 10,926,189                | 72,474                    | 10,853,715         |
| Central Plant (0206)   | 10,858,000                | 65,341                    | 10,792,659         |
| Child Development Center Phase 2 (0207)  | 2,525,000                 | 15,324                    | 2,509,676          |
| Crenshaw Blvd. Frontage Enhancement (0208)                                     | 1,100,000                 | 6,771                     | 1,093,229          |
| Fire Academy Structure (0209)  | 791,375                   | 4,919                     | 786,456            |
| Fire Program Facility (0210)   | 123,000                   | 907                       | 122,093            |
| Health Occupations and Wellness Center (0211)                                  | 12,072,551                | 72,632                    | 11,999,919         |
| Humanities Complex Replacement (0212)  | 23,120,064                | 200,953                   | 22,919,111         |
| Learning Resource Center Addition (0213)                                       | 7,100,000                 | 42,785                    | 7,057,215          |
| Manhattan Beach Blvd. Parking Structure and Entrance (0214)                    | 8,416,232                 | 50,685                    | 8,365,547          |
| Remodeling Phase Two (0216)  | 157,625                   | 1,115                     | 156,510            |
| Remodeling Phase Three (0217)  | 8,715,875                 | 52,484                    | 8,663,391          |
| Science Complex Renovation (0219)  | 6,721,738                 | 3,207,031                 | 3,514,707          |
| Signage and Wayfinding (0224)  | 2,600,000                 | 30,955                    | 2,569,045          |
| Student Services and Activities Replacement (0220)                             | 31,448,118                | 209,100                   | 31,239,018         |
| Temporary Space and Relocation Costs (0221)                                    | 2,000,000                 | 57,459                    | 1,942,541          |
| Vocational Education Complex (0222)  | 22,349,821                | 148,727                   | 22,201,094         |
| Master Planning (0223)   |                           | -                         | -                  |
| Reserve for Contingencies (0299)   | 13,725,700                | -                         | 13,725,700         |
| <b>Total Additional Classrooms and Modernization</b>                           | <b>193,083,184</b>        | <b>5,139,110</b>          | <b>187,944,074</b> |
| <b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b> |                           |                           |                    |
| Asphalt Resurfacing - All Lots (0301)  | 400,000                   | 12,811                    | 387,189            |
| Emergency Generators and Distribution (0302)                                   | 2,265,000                 | 5,418                     | 2,259,582          |
| Emergency Power to Security Lighting (0303)                                    | 175,000                   | 419                       | 174,581            |
| Entrance - Redondo Beach Blvd. to Lot H (0304)                                 | 400,000                   | 2,337                     | 397,663            |
| Fencing Replacement and Additions (0305)                                       | 375,000                   | 897                       | 374,103            |
| Landscaping and Irrigation System Replacements (0306)                          | 2,540,000                 | 6,076                     | 2,533,924          |
| Lighting - Upgrade / Replace All Lots (0308)                                   | 2,440,000                 | 5,837                     | 2,434,163          |

|   |                    |                  |                    |
|---|--------------------|------------------|--------------------|
| Lot F Parking Structure Improvements (0309)                                 | 1,632,000          | 3,904            | 1,628,096          |
| Lot H Parking Structure (0310)  | 8,348,666          | 20,169           | 8,328,497          |
| Paving Replacement - All Walks and Driveways (0311)                         | 2,187,000          | 5,231            | 2,181,769          |
| Pedestrian Walks at Manhattan Beach Blvd. & Lot E (0312)                    | 81,600             | 195              | 81,405             |
| Security Video (0313)   | 180,000            | 5,333            | 174,667            |
| Voice / Data / Signal Site Duct Bank (0314)                                 | 1,945,181          | 57,630           | 1,887,551          |
| Reserve for Contingencies (0399)  | 1,757,784          | -                | 1,757,784          |
| <b>Total Campus Site Improvements:<br/>Accessibility, Safety / Security</b> | <b>24,727,231</b>  | <b>126,257</b>   | <b>24,600,974</b>  |
| <b><u>Energy Efficiency Improvements (EEI)</u></b>                          |                    |                  |                    |
| Energy Efficiency Improvements Phase Two (0402)                             | 2,818,000          | -                | 2,818,000          |
| Reserve for Contingencies (0499)  | 215,653            | -                | 215,653            |
| <b>Total Energy Efficiency Improvements</b>                                 | <b>3,033,653</b>   | <b>-</b>         | <b>3,033,653</b>   |
| <b><u>Health and Safety Improvements (HSI)</u></b>                          |                    |                  |                    |
| Administration (0501)   | 4,367,732          | 35,510           | 4,332,222          |
| Art & Behavioral Sciences (0502)  | 12,247,136         | 100,704          | 12,146,432         |
| Auxiliary Warehouse (0504)  | 105,042            | 671              | 104,371            |
| Communications (0507)   | 6,623,354          | 55,310           | 6,568,044          |
| Construction Technology (0508)  | 943,970            | 8,388            | 935,582            |
| Domestic Water System (0509)  | 2,488,800          | 52,965           | 2,435,835          |
| Facilities and Receiving (0510)   | 1,985,416          | 53,729           | 1,931,687          |
| Fire Alarm (0511)   | 780,800            | 4,344            | 776,456            |
| Firelines (0512)  | 1,837,503          | 65,938           | 1,771,565          |
| Hazardous Materials Abatement (0513)  | 200,000            | 80,908           | 119,092            |
| Library (0515)  | 7,876,509          | 131,421          | 7,745,088          |
| Marsee Auditorium (0516)  | 6,670,843          | 55,569           | 6,615,274          |
| Math & Computer Sciences (0517)   | 10,761,643         | 89,470           | 10,672,173         |
| Music (0518)  | 8,896,846          | 76,082           | 8,820,764          |
| Natural Gas System (0519)   | 488,000            | 2,753            | 485,247            |
| North Gymnasium (0520)  | 3,248,993          | 229,908          | 3,019,085          |
| Physical Education and Men's Shower (0521)                                  | 3,896,871          | 32,946           | 3,863,925          |
| Planetarium (0522)  | 559,465            | 7,254            | 552,211            |
| Pool and Health Center (0523)   | 8,273,592          | 69,103           | 8,204,489          |
| Primary Electrical Distribution System (0524)                               | 13,460,000         | 126,693          | 13,333,307         |
| Reimbursements (0525)   | 1,456,353          | 1,456,353        | -                  |
| Security Systems (0526)   | 1,313,664          | 7,240            | 1,306,424          |
| Sewer System (0527)   | 1,964,200          | 10,775           | 1,953,425          |
| Social Sciences (0528)  | 7,415,520          | 60,584           | 7,354,936          |
| Storm Drain System (0530)   | 1,083,909          | 5,991            | 1,077,918          |
| Reserve for Contingencies (0599)  | 8,337,328          | -                | 8,337,328          |
| <b>Total Health and Safety Improvements</b>                                 | <b>117,283,489</b> | <b>2,820,607</b> | <b>114,462,882</b> |
| <b><u>Information Technology and Equipment (ITE)</u></b>                    |                    |                  |                    |
| Behavioral and Social Sciences (0601)                                       | 579,077            | 22,984           | 556,093            |
| Business (0602)   | 1,123,650          | 223,337          | 900,313            |
| Facilities Planning and Services (0603)                                     | 1,818,724          | 176,071          | 1,642,653          |
| Fine Arts (0604)  | 2,805,096          | 197,647          | 2,607,449          |
| Health Sciences and Athletics (0605)  | 1,203,993          | 177,688          | 1,026,305          |
| Humanities (0606)   | 607,033            | 150,534          | 456,499            |
| Industry and Technology (0607)  | 1,771,641          | 409,039          | 1,362,602          |

|   |                      |                   |                      |
|---|----------------------|-------------------|----------------------|
| Information Technology (0608)                                   | 14,557,510           | 339,163           | 14,218,347           |
| Learning Resources (0609)                                       | 4,665,775            | 56,344            | 4,609,431            |
| Math (0610)   | 688,661              | 134,997           | 553,664              |
| Natural Sciences (0611)   | 3,002,285            | 387,432           | 2,614,853            |
| Nursing (0612)  | 252,651              | 116,478           | 136,173              |
| Student and Community Advancement (0613)                        | 567,500              | 98,915            | 468,585              |
| Inter-fund Transfer (0614)                                      | 141,150              | 141,150           | -                    |
| Phase II, III, IV Purchases (0697)                              | 12,686,900           | -                 | 12,686,900           |
| Installation Contingency (0698)                                 | 4,464,194            | -                 | 4,464,194            |
| Reserve for Contingencies (0699)                                | 3,746,018            | -                 | 3,746,018            |
| <b>Total Information Technology and Equipment</b>               | <b>54,681,858</b>    | <b>2,631,779</b>  | <b>52,050,079</b>    |
| <b><u>Physical Education Facilities Improvements (PEFI)</u></b> |                      |                   |                      |
| Baseball Field (0701)   | 1,091,800            | -                 | 1,091,800            |
| North Field (0702)  | 481,600              | -                 | 481,600              |
| Sand Volleyball (0703)  | 12,300               | -                 | 12,300               |
| Reserve for Contingencies (0799)                                | 121,349              | -                 | 121,349              |
| <b>Total Physical Education Facilities</b>                      | <b>1,707,049</b>     | <b>-</b>          | <b>1,707,049</b>     |
|   |                      | \$                |                      |
|   | <u>\$394,516,464</u> | <u>10,717,753</u> | <u>\$383,798,711</u> |

## **F. FACILITIES MASTER PLAN FUNDING**

### FACILITIES MASTER PLAN FUNDING

| <u>Source</u>                                  | <u>Total Income<br/>Budget</u> | <u>Income<br/>Received<br/>@ 6/30/04</u> | <u>Uncollected<br/>Income<br/>@ 7/1/04</u> |
|--|--------------------------------|--|--|
| State Capital Construction Program             | \$33,900,000                   | \$ 0                                     | \$33,900,000                               |
| State Scheduled Maintenance Program            | 15,600,000                     | 859,199                                  | 14,740,801                                 |
| State Hazardous Materials Abatement<br>Program | 2,200,000                      | 393,800                                  | 1,806,200                                  |
| State Equipment & Library Material<br>Program  | 9,100,000                      | 711,192                                  | 8,388,808                                  |
| Redevelopment Funds                            | 1,300,000                      | 78,429                                   | 1,221,571                                  |
| Campus Center Fees                             | 2,000,000                      | 0  | 2,000,000                                  |
| Parking Fees                                   | 700,000                        | 0  | 700,000                                    |
| Bookstore/Food Services                        | 700,000                        | 0  | 700,000                                    |
| Local Bond Funds                               | 394,516,464                    | 63,700,000                               | 330,816,464                                |
| Interest                                       | <u>0</u>                       | <u>1,011,321</u>                         | <u>(1,011,321)</u>                         |
| Total  | \$460,016,464                  | \$66,753,941                             | \$393,262,523                              |

**G. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for October 13 at 3 p.m.

**II. APPROVAL**

None

**III. RATIFICATION**

**A. PURCHASE ORDERS**

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure "E" expenditures be ratified and that payment be authorized upon delivery and acceptance of the items or services ordered.

Run Date  
**8/31/2004**

**El Camino Community College District  
Measure "E" Purchase Order Listing**

Meeting Date: 9-13-2004

*The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.*

| P.O. Number                 | Vendor Name                    | Site Name            | Description                 | P.O. Cost           |
|-----------------------------|--------------------------------|----------------------|-----------------------------|---------------------|
| P0069126                    | Contracted Vendor              | Business             | New Equipment – Noninstruc. | \$96,000.00         |
| P0069170                    | Kiosk Information Systems      | Student &Community   | New Equipment – Noninstruc. | \$58,873.70         |
| P0070336                    | CCS Presentation Systems, Inc. | Science Complex Reno | Group II Equipment          | \$10,539.35         |
| P0070411                    | A-1 Office Plus                | Science Complex Reno | Group II Equipment          | \$5,596.75          |
| P0079017                    | Public Agency Law Group        | Science Complex Reno | Legal -Bond Projects        | \$580.86            |
| P0079018                    | Dell Marketing L. P.           | Science Complex Reno | Group II Equipment          | \$24,328.32         |
| <b>Total : 6</b>            |                                |                      |                             | <b>\$195,918.98</b> |
| B0077345                    | Fancy Floors                   | Science Complex Reno | Repairs Building-Bond Pro   | \$1,440.36          |
| B0079001                    | CCS Presentation Sys           | Business             | New Equipment – Noninstruc. | \$263,993.62        |
| B0079005                    | Vantage Technology             | Business             | Professional Services-Bon   | \$16,500.00         |
| B0079016                    | Wards Architects & E           | Pool & Health Center | Architecture & Engineering  | \$2,000.00          |
| <b>Total : 4</b>            |                                |                      |                             | <b>\$283,933.98</b> |
| <b>Total POs and BPOs :</b> |                                | <b>10</b>            | <b>TOTAL \$479,852.96</b>   |                     |

**B. CHANGE ORDERS**

None

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Human Resources - Administrative Services**

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|  | <u>Page No.</u>              |
|--|------------------------------|
| A. Employment and Personnel Changes.....   | 1-12                         |
| B. Resolution – Equivalence to Minimum Qualifications .....  | 12                           |
| C. Reallocation and Revision of Classification Specifications for Classified<br>Positions.....   | 13-14, 18-69<br>.....122-125 |
| D. Revision of Classification Specifications for Classified Positions.....   | 14-15, 70-87                 |
| E. New Classification Specifications for Newly Created Classified Positions .  | 14, 88-93                    |
| F. Revised Police Officers Position Classification and Specifications.....   | 15, 94-100                   |
| G. Reclassification and Revision of Classification Specifications for<br>Administrator Position.....   | 15, 101-103<br>.....126-127  |
| H. Reallocation and Revision of Classification Specifications for Supervisor<br>Position.....  | 15, 104-107<br>.....128-130  |
| I. Reallocation and Revision of Classification Specifications for Confidential<br>Positions.....   | 15, 108-121                  |
| J. Resolution: Approving 457 Plan Adoption Agreement and Participation<br>in Deferred Compensation Plan Provided by Tax Deferred Services..... | 16                           |
| K. Volunteers.....   | 17                           |

## **A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-27 and 1-63.

### Certificated Personnel:

1. Amend Employment – Mr. Alireza Ahmadpour, full-time instructor of Art History, from Class III, Step 4 to Class IV, Step 4, Academic Salary Schedule, effective August 26, 2004.
2. Amend Employment – Ms. Nancy Currey, full-time instructor of English as a Second Language, from Class II, Step 6, to Class II, Step 7, effective August 26, 2004.
3. Amend Employment – Ms. Jenny Simon, full-time instructor of English as a Second Language, from Class II, Step 4, to Class III, Step 4, effective August 26, 2004.
4. Amend Employment – Ms. Jacquelyn Sims, full-time instructor of Mathematics, from Class IV, Step 4 to Class IV, Step 5, effective August 26, 2004.
5. Employment – Mr. Jeffrey Cowan, full-time/temporary instructor of Accounting, Class II, Step 4, Academic Salary Schedule, effective August 30 through December 17, 2004.
6. Employment – Ms. Jane Terry, full-time/temporary Librarian, Class II, Step 9, effective August 26 through December 17, 2004.
7. Employment – Ms. Sabra Sabio, full-time/temporary Counselor, 50% Puente, 50% Generalist, Class II, Step 4, Fiscal Salary Schedule, effective August 26 through December 31, 2004.
8. Amend Leave of Absence – (50%) Ms. Darilyn Rowan, full-time instructor of Photography, from 100% to 50%, effective August 26 through December 17, 2004.
9. Leave of Absence (Personal) (50%) – Ms. Dana Crotwell, full-time instructor of English, effective August 26 through December 17, 2004.
10. Leave of Absence (Medical) (100%) – Dr. Margaret Quinones, full-time Counselor, effective September 1 through November 1, 2004.
11. Change in Assignment – Ms. Cheryl Kroll, full-time instructor of English, will be working 100% as Teacher Education Program Counselor, effective October 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 2(b).

12. Change in Assignment – Ms. Susan Oda-Omori, full-time Counselor, to work as coordinator of Transfer Center, effective September 13, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).
13. Change in Salary – Ms. Jody Jones, part-time Child Development Center Teacher, from Class 2, Step D to Class 4, Step D, effective September 14, 2004.
14. Change in Salary – Dr. Virginia K. Townsend, Director of Nursing, from Range 13, Step E to Range 14, Step E, Administrator Salary Schedule, effective September 1, 2004.
15. Special Assignment – Ms. Janice Ball, full-time instructor of Academic Strategies, to conduct in-service tutor training for MESA facilitators, to be paid \$50.09 an hour, not to exceed \$750, effective August 16, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(a).
16. Special Assignment – Ms. Sally Strehlke and Ms. Kriss Stauber, full-time instructors of Office Administration, to administer credit-by-examination tests, to be paid \$50.09 an hour, not to exceed \$300 each, effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 7(c).
17. Special Assignment – Mr. David Winkler, part-time instructor of Fire & Emergency Technology, to provide instruction in the Fire Academy, to be paid \$37.57 an hour, not to exceed 122 hours or \$4,207, effective September 14 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
18. Special Assignment – Mr. Lars Kjeseth, full-time instructor of Mathematics, to be paid \$50.09 an hour, not to exceed 150 hours, to work as Technology Specialist, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).
19. Special Assignment – Ms. Luchminia Bilici, full-time instructor of Computer Information Systems, to administer credit-by-examination, to be paid \$50.09 an hour, not to exceed \$600, effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 7(c).
20. Special Assignment - Ms. Carolyn Anderson-Perry, part-time instructor of Nursing, to conduct for-credit nursing lecture and lab classes under the Mt. Sac/LA County Nursing contract with Community Advancement under Education Code 87470, to be paid \$69.93 an hour for lecture, and \$53.60 an hour for lab, not to exceed \$14,000 or 200 hours, effective August 30, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
21. Special Assignment - Ms. Carolyn Anderson-Perry, part-time instructor of Nursing, to conduct not-for-credit classes in concepts of Psychiatric Nursing under the LA County Nursing contract with Community Advancement under Education Code 87470, to be paid \$50.09 an hour, not to exceed \$3,300 or 64 hours, effective August 30, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

22. Special Assignment – Ms. Soyun Ham Kang, part-time instructor of Music, to provide certificated support to women’s chorus, Music 57abcd, to be paid \$37.57 an hour, not to exceed \$3,832, effective September 8, 2004 through June 8, 2005, in accordance with the Agreement, Article X, Section 9(m).
23. Employment – Ms. Marysenia Leon, part-time-temporary/substitute Child Development Center Teacher, Class I, Step A, to be hired as needed, effective August 23, 2004 through June 30, 2005.
24. Employment – Ms. Joan Kohl, part-time instructor of Nursing to teach for-credit clinical lab section of Nursing 64 and other courses as qualified to teach, as part of the Mt.Sac/LA County Nursing contract with Community Advancement, under Education Code 87470, to be paid Class II, Step 5, on the Academic Salary Schedule, effective August 26, 2004 through June 30, 2005.
25. Employment – Dr. Daisy Carr, part-time instructor of Biology to teach for-credit clinical Anatomy 32, as part of the Mt.Sac/LA County Nursing contract with Community Advancement, under Education Code 87470, to be paid Class II, Step 1, on the Academic Salary Schedule, effective August 26, 2004 through June 30, 2005.
26. Employment – Ms. Janette Linke, part-time instructor of Nursing to teach for-credit courses, as part of the Mt.Sac/LA County Nursing contract with Community Advancement, under Education Code 87470, to be paid Class II, Step 4, on the Academic Salary Schedule, effective August 26, 2004 through June 30, 2005.
27. Employment – The following part-time/temporary instructors to be hired as needed for the 2004 Fall Semester:

## **Behavioral & Social Sciences**

Sandra Brandts  
Ryan Keep  
Michelle Light  
Gerardo Nebbia  
Gaile Price  
Jessica Shilling-Wigley  
Kell Stone  
Dale Tatum

## **Business**

James Linesch  
Lawrence Smith

### **Fine Arts**

Soyun Ham Kang  
Anthony Klune  
Lubna Lipton

### **Health Sciences & Athletics**

Thomas Bergeron  
Geralin Clark  
Karen Ivory  
Nobeyba Ortega

### **Humanities**

Allen Bundy  
Denise Dumars  
Garner Eastham  
Judy Houser  
Faith Jackson  
Rebecca Loya  
Michael Mangan  
Karen Marblestone  
Clinton Margrave  
Kate McLaughlin  
Clare Norris  
Cynthia Spears  
Kathy Vertullo  
Genevieve Zuidervaat

### **Industry & Technology**

Ferdos Maleki  
Michael Miller  
Hector Morales  
William Su  
William Warren  
David Winkler

### **Mathematical Sciences**

Mounitra Chatterji  
Anthony Hoang  
Loan Le

### **Natural Sciences**

Gavan Albright  
Chitoh Emetarom  
Villatoro Karla  
Jed Laderman  
Paul Livio

Classified Personnel:

1. Resignation – Ms. Grace Stencel, Library Media Technician II, Range 27, Step E, Learning Resources, Academic Affairs Area, effective August 31, 2004, plus accrued vacation.
2. Resignation – Mr. David Wright, Laboratory Technician II, Range 31, Step C, Natural Sciences Division, Academic Affairs Area, effective October 1, 2004, plus accrued vacation.
3. Personal Leave of Absence 16.67% - Ms. Jeanine Barba, 83.33% Student Services Specialist, Range 33, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective August 30 through December 17, 2004.
4. Personal Leave of Absence 10% - Ms. Patricia Kawashiri, Student Services Technician, Range 28, Step E, Career Placement/Community Advancement Division, Student & Community Advancement Area, effective September 24 through December 17, 2004.
5. Personal Leave of Absence 25% - Mr. Albert Romero, Library Media Technician II, Range 27, Step E, Learning Resources, Academic Affairs Area, effective September 27 through December 17, 2004.
6. Personal Leave of Absence 20% – Ms. Lisa Perez, Student Services Technician, Range 28, Step C, Counseling and Student Services Division, Student and Community Advancement Area, effective October 1, 2004 through October 30, 2005.
7. Personal Leave of Absence 10% - Ms. Ruth Sanchez, Assistant to Vice President, Range 12, Step E, (Confidential Salary Schedule) Administrative Services Area, effective August 28 through December 17, 2004.
8. Change of Assignment - Mr. Frederick Dennis, from 50% to 100% Telecommunications Technician, Range 37, Step C, Information Technology Services Division, Administrative Services Area, effective October 1, 2004.
9. Change of Assignment - Mr. Roman Sandoval III, from 50% to 100% Telecommunications Technician, Range 37, Step C, Information Technology Services Division, Administrative Services Area, effective October 1, 2004.
10. Amend Classification/Range Change –Accounting Assistant II, from Range 25 to Range 27, effective October 1, 2004, reallocation based on labor market survey:

|                 |        |                                |
|-----------------|--------|--------------------------------|
| Capri Blount    | Step E | Purchasing & Business Services |
| Beverly Gilmore | Step E | Purchasing & Business Services |
| Mildred Larsen  | Step E | Bookstore                      |
| Lois Peck       | Step E | Industry & Technology          |
| Katherine Valot | Step E | Purchasing & Business Services |

Marcia Williams      Step E      Purchasing & Business Services

11. Amend Classification/Range Change –Accounting Assistant III, from Range 28 to Range 30, effective October 1, 2004, reallocation based on labor market survey:

|                   |        |                               |
|-------------------|--------|-------------------------------|
| Rita Bruce        | Step E | Fiscal Services               |
| Terri Dixon       | Step E | Center for The Arts/Fine Arts |
| Evanjelina Gardea | Step E | Fiscal Services               |
| Joyce Hopkins     | Step E | Fiscal Services               |
| Celia Kang        | Step E | Fiscal Services               |
| Nanette Marshal   | Step E | Fiscal Services               |
| Jill McTarsney    | Step D | Fiscal Services               |
| Agapta Moura      | Step E | Fiscal Services               |
| Catharina Uebele  | Step E | Fiscal Services               |
| Lisa Webb         | Step E | Fiscal Services               |

12. Amend Classification/Range Change – Accounting Technician, from Range 30 to Range 32, effective October 1, 2004, reallocation based on labor market survey:

|              |        |                 |
|--------------|--------|-----------------|
| Luukia Smith | Step E | Fiscal Services |
| Hong Tran    | Step E | Fiscal Services |

13. Amend Classification/Range Change –Accounting Technician II, from Range 32 to Range 34, effective October 1, 2004, reallocation based on labor market survey:

|                   |        |                     |
|-------------------|--------|---------------------|
| Sophie Dao        | Step B | Enrollment Services |
| Leimomi Elliott   | Step E | Fiscal Services     |
| Mariam Ifill      | Step E | Fiscal Services     |
| Chintana Mainous  | Step D | Fiscal Services     |
| William Schneider | Step E | Fiscal Services     |
| Marie Stokes      | Step D | Fiscal Services     |
| Gary Turner       | Step D | Fiscal Services     |

14. Amend Classification/Range Change - Administrative Assistant I, Range 27 to Range 28, effective October 1, 2004, reallocation based on labor market survey:

|                |        |                                     |
|----------------|--------|-------------------------------------|
| Martha Aaron   | Step D | Community Advancement               |
| Susan Burin    | Step E | Resource Development                |
| Maryann Cohan  | Step E | Community Advancement               |
| Sonia Gallardo | Step E | Bookstore                           |
| Aleda Jackson  | Step E | Student Development                 |
| Anna Lane      | Step E | Financial Aid/Enrollment Services   |
| Rodolfo Lopez  | Step E | Resource Development                |
| Karen Weber    | Step E | EOP&S/Counseling & Student Services |



David Murphy            Business Services  
Donna Post                Mathematical Sciences

21. Amend Classification/Range Change – Cosmetology Assistant, from Range 19 to Range 21, Industry & Technology Division, effective October 1, 2004, reallocation based on labor market survey:

Eleni Arzoian            Step E  
Katherine Conley        Step E

22. Amend Classification/Range Change – Custodian, from Range 18 to Range 20, effective October 1, 2004, Facilities Planning and Services Division, reallocation based on labor market survey:

|                    |        |                 |        |
|--------------------|--------|-----------------|--------|
| Kevin Branch       | Step E | Richard Hummell | Step E |
| Keith Butler       | Step E | Donald Johnson  | Step E |
| Blanca Caro Corona | Step E | Anthony Kane    | Step E |
| Louie Casares Jr.  | Step E | Mark Kensinger  | Step E |
| Alejandro Chavez   | Step E | Mosese Lomu     | Step E |
| Ivan Claxton       | Step E | Silvia Martinez | Step E |
| Oscar Colon        | Step E | Fine Mataele    | Step E |
| Gloria Davies      | Step E | Charles Mathis  | Step E |
| Carmen De La Cruz  | Step E | Patricia Munoz  | Step D |
| James Dossey       | Step E | Alberto Narvaez | Step E |
| Gary DuChateau     | Step E | Donald Riley    | Step E |
| Robert Ferinac     | Step E | Lavert Smith    | Step E |
| Willie Finley      | Step E | Juan Soto       | Step C |
| Patrick Grant      | Step D | David Stovall   | Step E |
| Lee Hardman        | Step E | Carl Turano     | Step E |
| Melvin Harris II   | Step E | Cruz Velasquez  | Step E |
| Glenda Harvey      | Step E | Carolyn Wesley  | Step E |
| Ella Hayes         | Step E | Nelson Yuzon    | Step E |

23. Amend Classification/Range Change – Dispatch Clerk, from Range 23 to Range 25, Campus Police Division, effective October 1, 2004, reallocation based on labor market survey:

Joshua Armstrong      Step C  
Monica Morrison        Step E  
Teresa Vendegna        Step E

24. Amend Classification/Range Change – Employee Relations Specialist, from Range 9 to Range 8 of the revised Confidential Salary Schedule, effective October 1, 2004:

Valerie Jeffrey            Step E                    Human Resources  
September 13, 2004        Human Resources – Administrative Services - 8

25. Amend Classification/Range Change – Event Specialist, from Range 31 to Range 34, effective October 1, 2004, reallocation based on labor market survey:  
Georgianna Levine    Step E            Center for the Arts/Fine Arts
26. Amend Classification/Range Change – Fiscal Services Analyst, from Range 33 to Range 34, effective October 1, 2004, reallocation based on labor market survey:  
Gay Malpede            Step E            Fiscal Services
27. Amend Classification/Range Change – Human Resources Technician I, Range 4 of the revised Confidential Salary Schedule, effective October 1, 2004.
28. Amend Classification/Range Change – Human Resources Technician II, Range 6 of the revised Confidential Salary Schedule, effective October 1, 2004:  
Murriel Franklin        Step E            Human Resources
29. Amend Classification/Range Change – Human Resources Technician III, from Range 8 to Range 9 of the revised Confidential Salary Schedule, effective October 1, 2004:  
Roxanne McCoy        Step E            Human Resources
30. Amend Classification/Range Change –Lead Accounting Technician, from Range 32 to Range 34, October 1, 2004, reallocation based on labor market survey:  
Jillian Dongo            Step D            Fine Arts/Center for the Arts  
Nancy Hammond        Step E            Bookstore
31. Amend Classification/Range Change – Lead PBX Operator/Receptionist, from Range 23 to Range 25, effective October 1, 2004, reallocation based on labor market survey:  
Patricia Witherall      Step E            Switchboard/Human Resources
32. Amend Classification/Range Change – Locksmith, from Range 35 to Range 37, effective October 1, 2004, reallocation based on labor market survey:  
Jeffrey Conrad          Step E            Facilities Planning and Services
33. Amend Classification/Range Change – PBX Operator/Receptionist, from Range 19 to Range 21, effective October 1, 2004, reallocation based on labor market survey:  
Carole Kubota            Step E            Switchboard/Human Resources
34. Amend Classification/Range Change – Purchasing Assistant, from Range 25 to Range 27, effective October 1, 2004, reallocation based on labor market survey:  
September 13, 2004                    Human Resources – Administrative Services - 9

|                  |        |                                  |
|------------------|--------|----------------------------------|
| Lorraine Peralta | Step E | Facilities Planning & Services   |
| Linda Williams   | Step E | Purchasing and Business Services |

35. Amend Classification/Range Change – Reprographics Operator, from Range 17 to Range 22, effective October 1, 2004, reallocation based on labor market survey:

|             |         |                    |
|-------------|---------|--------------------|
| Lilia Velez | Range D | Public Information |
|-------------|---------|--------------------|

36. Amend Classification/Range Change – Secretary, from Range 25 to Range 26, effective October 1, 2004, reallocation based on labor market survey:

|                    |        |                                   |
|--------------------|--------|-----------------------------------|
| Kathleen Collins   | Step E | Humanities                        |
| Patricia Ellsworth | Step E | Enrollment Services               |
| Karen Lam          | Step E | Vice President – Academic Affairs |
| Anita Martinez     | Step E | Staff Development/Human Resources |
| Myrna Mendoza      | Step E | Counseling & Student Services     |
| Urania Yuan        | Step D | Human Resources                   |

37. Amend Classification/Range Change – Set Designer, from Range 33 to Range 36, effective October 1, 2004, reallocation based on labor market survey:

|                |        |                               |
|----------------|--------|-------------------------------|
| Charles Turner | Step E | Center for the Arts/Fine Arts |
|----------------|--------|-------------------------------|

38. Amend Classification/Range Change –Welder, from Range 35 to Range 37, effective October 1, 2004, reallocation based on labor market survey:

|              |        |                                  |
|--------------|--------|----------------------------------|
| Refugio Luna | Step E | Facilities Planning and Services |
| Paul Holt    | Step E | Facilities Planning and Services |

39. Amend Classification/Range Change – Mr. Donald Treat, Technical Services Supervisor, Range 26, Step E, to Range 35, Step A, (Supervisor Salary Schedule), Information Technology Services Division, Administrative Services Area, effective October 1, 2004.

40. Amend Classification/New Position – The following Clerical Assistant, Range 20, Step E to Financial Aid Assistant, Range 24, Step D, Financial Aid & Scholarships/Enrollment Services Division, Student and Community Advancement Area, effective October 1, 2004, as a result of a classification study:

|                     |            |
|---------------------|------------|
| Maria Duran         | Vicki Mack |
| Elizabeth Fernandez |            |
| Josephine Gallego   |            |
| Jennie Hernandez    |            |

41. Amend Classification/New Position – Mr. Harnish Patel, from Clerical Assistant, Range 20, Range E, to Assessment/Testing Center Assistant, Range 26, Step C, Enrollment Services Division, Student and Community Advancement Area, effective October 1, 2004, as a result of a classification study.
42. Change in Classification – Ms. Charlotte Thompson, Accounting Assistant III, Range 28, Step E, to Project Specialist, Range 32, Step D, Learning Resources, Academic Affairs Area, effective October 1, 2004, as a result of a classification study.
43. Change in Classification – Ms. Rebecca Wilson, Computer Lab Specialist I, Range 34, Step E, to Computer Lab Specialist, Range 36, Step E, Instructional Services Division, Academic Affairs Area, effective October 1, 2004, as a result of a classification study.
44. Change of Classification/Assignment - Ms. Cathy Lakatos, from Financial Aid Advisor, Financial Aid/Enrollment Services Division, to Student Services Advisor, Range 35, Step E, Counseling & Student Services Division, Student and Community Advancement Area, effective September 14, 2004.
45. Work Out of Classification – Mr. Robin Dreizler, Student Services Coordinator, Range 38, Step E, to acting Director of Outreach & School Relations, Range 8, Step 1 (Administrator Salary Schedule), effective September 14, 2004 through June 30, 2005.
46. Work Out of Classification – Ms. Laura Losorelli, Clerk Range 17, Step E, to Student Services Technician Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective August 1 through November 15, 2004.
47. Extend Work Out of Classification – Ms. Myrna Mendoza, as 100% Administrative Assistant II, Range 31, Step C, effective September 1 through September 30, 2004, and Step D, effective October 1, 2004 through June 30, 2005, Counseling and Student Services Division, Student and Community Advancement Area.
48. Amend Employment – Ms. Lisa Campbell, Clerical Assistant, Range 20, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective August 18 instead of August 17, 2004.
49. Amend Employment – Ms. Chi Kim Lam, Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective August 18, instead of August 17, 2004.
50. Employment – Mr. Drouett Casey – Campus Police Officer, Step A, Campus Police Division, Administrative Services Area, effective October 1, 2004.

51. Employment – Ms. Martha McClendon, Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective September 14, 2004.
52. Employment – Ms. Leila Mozzaffari, Director of Small Business Services, Community Advancement Area, Range 11, Step 1, effective September 14, 2004.

**Special Project Temporary Administrators:**

53. Extend Employment – Mr. Arturo Hernandez, Special Project Temporary Administrator, Math, Engineering, Science Achievement (MESA), Natural Sciences Division, Academic Affairs Area, to be paid \$222 a day, Range 3, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$44,400, effective October 1, 2004 through June 30, 2005.
54. Extend Employment – Ms. Judith Norton, Special Project Temporary Administrator, California Virtual Campus, Academic Affairs Area, to be paid \$282 a day, Range 5, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$16,638, effective October 1, 2004 through June 30, 2005.
55. Extend Employment – Mr. Tony Sotos, Special Project Temporary Administrator, California Virtual Campus, Academic Affairs Area, to be paid \$282 a day, Range 5, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$16,638, effective October 1, 2004 through June 30, 2005.

**Temporary Classified Services Employees:**

56. Amend Assignment – Ms. Stephanie Rodriguez, from 50% to 100% Temporary Interim Director of Workforce Education, Range 11, Step 4, Workforce Education/Community Advancement Division, Student and Community Advancement Area, effective September 1 through December 31, 2004.
57. Mr. Drouett Casey - Police Officer, Step A, Campus Police Division, Administrative Services Area, effective September 14, 2004 through September 30, 2004.
58. Ms. Esperanza Corrado – Clerical Assistant, Range 20, Step A, Community Advancement, Student and Community Advancement Area, to work 40 hours per week, effective September 14, 2004.
59. Ms. Mary Eskridge - Clerical Assistant, Range 22, Step A, Child Development Center/ Behavioral and Social Sciences Division, Academic Affairs Area, 40 hours per week, effective October 1 through November 30, 2004, needed to cover increased workload.
60. Ms. Martha A. Perez Delgado – 20% Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective October 1, 2004, through June 30, 2004, to cover appointment center.

61. Ms. Jane Richmond – 40% Senior Clerical Assistant, Range 24, Step A, Staff Development/Human Resources Division, Administrative Services Area, 16 hours per week, effective September 1 through December 31, 2004.
62. Ms. Phyllis Sniecikowski Fowler – Promotions Assistant, Range 28, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, as needed, effective September 14, 2004 through June 30, 2005.
63. Mr. David Wright - Laboratory Technician II, Range 31, Step A, Natural Sciences Division, Academic Affairs Area, to work as needed to support the instructional physics program, effective October 1, 2004 through June 30, 2005.

**B. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS**

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructor to teach in the designated discipline(s) during employment at El Camino College:

**Fire & Emergency Technology**

William Warren III

David Winkler

**Behavioral and Social Sciences**

Michelle Light, Child Development

Jessica Schilling-Wigley, Child Development

**C. REALLOCATION AND REVISION OF CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITIONS:**

September 13, 2004

Human Resources – Administrative Services - 13

It is recommended that the Board approve the reallocation and revision of Classified classification specifications, effective October 1, 2004, as shown on pages 18-69, 122-125

| <u>Classification</u>           | <u>Old Range</u> | <u>New Range</u> |
|---------------------------------|------------------|------------------|
| Accounting Assistant II         | 25               | 27               |
| Accounting Assistant III        | 28               | 30               |
| Accounting Technician II        | 32               | 34               |
| Accounting Technician           | 30               | 32               |
| Administrative Assistant I      | 27               | 28               |
| Auto & Equipment Mechanic       | 36               | 37               |
| Buyer                           | 34               | 39               |
| Cal Works Job Placement Advisor | 32               | 35               |
| Clerical Assistant              | 20               | 22               |
| Cosmetology Assistant           | 19               | 21               |
| Custodian                       | 18               | 20               |
| Dispatch Clerk                  | 23               | 25               |
| Event Specialist                | 31               | 34               |
| Fiscal Services Analyst         | 33               | 34               |
| Lead PBX Operator               | 23               | 25               |
| Locksmith                       | 35               | 37               |
| PBX Operator                    | 19               | 21               |
| Purchasing Assistant            | 25               | 27               |
| Reprographics Operator          | 17               | 22               |
| Secretary                       | 25               | 26               |
| Set Designer                    | 33               | 36               |
| Welder                          | 35               | 37               |

**D. REVISION OF CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITIONS:**

It is recommended that the Board approve the revision of Classified classification specifications, effective October 1, 2004, as shown on pages 70-87.

- Bookstore Sales Assistant
- Bookstore Lead Sales Associate
- Computer Lab Specialist
- Exercise Test Technician
- Project Specialist
- User Support Analyst

**E. NEW CLASSIFICATION SPECIFICATIONS FOR NEWLY CREATED CLASSIFIED POSITION**

It is recommended that the Board approve the newly created classified classification specifications, effective October 1, 2004, as shown on pages 88-93.

Assessment/Testing Center Technician  
Financial Aid Assistant

**F. REVISED POLICE OFFICERS POSITION CLASSIFICATION AND SPECIFICATIONS**

It is recommended that the Board approve the revised classification specifications for the College Police Officer position and remove the College Police Officer Trainee as shown on pages 94-100.

**G. RECLASSIFICATION AND REVISION OF CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION**

It is recommended that the Board approve the reclassification and revision of classification specifications for the Director of Nursing from Range 13 to Range 14 on the Administrator Salary Schedule, effective October 1, 2004 as shown on pages 101-104, 126-127.

**H. REALLOCATION AND REVISION OF CLASSIFICATION SPECIFICATIONS FOR SUPERVISOR POSITION**

It is recommended that the Board approve the reallocation and revision of classification specifications for the Supervisor, Technical Services from Range 26 to Range 35 on the Supervisor Salary Schedule, effective October 1, 2004 as shown on pages 104-107, 128-130.

**I. REALLOCATION AND REVISION OF CLASSIFICATION SPECIFICATIONS FOR CONFIDENTIAL POSITIONS:**

It is recommended that the Board approve the reallocation and revision of classification specifications for the following Confidential positions on the revised Confidential Salary Schedule, effective October 1, 2004 as shown on pages 108-121.

Human Resources Technician III  
Employee Relations Specialist  
Human Resources Technician II  
Human Resources Technician I

**J. RESOLUTION: APPROVING 457 PLAN ADOPTION AGREEMENT AND PARTICIPATION IN DEFERRED COMPENSATION PLAN PROVIDED BY TAX DEFERRED SERVICES, INC.**

It is recommended that the Board of Trustees approve as a Resolution of the Board of the El Camino Community College District to establish a 457 Deferred Compensation Plan for its employees.

WHEREAS, El Camino Community College desires to establish a 457 Deferred Compensation Plan for its employees; and

WHEREAS, Tax Deferred Services, Inc. has established a 457 Deferred Compensation Plan which may be adopted by an employer and which is in compliance with Internal Revenue Services Code of 1986; for a governmental entity described in Code 457(e)(1)(A); and

WHEREAS, El Camino Community College believes that the Tax Deferred Services, Inc. Plan and the investment options available hereunder will provide valuable benefits to its employees and;

WHEREAS, El Camino Community College has determined that Tax Deferred Services, Inc. will perform the administrative services and act as agent in all matters relating to the administration of the 457 Deferred Compensation Plan.

Now, therefore, be it resolved that El Camino Community College adopts the Tax Deferred Services, Inc. Plan for the benefit of its employees and authorizes and directs the execution of the Plan and any subsequent modifications on behalf of El Camino Community College and to provide Tax Deferred Services, Inc. with such information and cooperation as may be needed on an on-going basis in the administration of the Plan. A copy of this resolution, the Plan, and any attachments thereto shall be on file in the Human Resources Division.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by order of the Board of Trustees for El Camino Community College upon a vote of:

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**K. VOLUNTEERS:**

The following persons have volunteered to perform unsalaried services for the El Camino Community College District pursuant to Education Code Section 72401 and 82365. In accordance with Labor Code Section 3364.5, Workers Compensation coverage is being provided for the following persons:

Emily Borrelli  
Deborah Breidbart  
Manuel Casillas  
Florence Chernis  
Merry Djapri  
Bryan Duran  
Nelson Espinola  
Frances Gargas  
Bianca Hutchins  
Barry Levy  
Steven Loudermilk  
Bryant Mendez  
June Olson  
Samuel Peraza  
Ruth Rounsefell  
Silvia Sainz  
Pedro Saucedo  
Veronica Thomas  
Jeffrey Williams

**CLASS TITLE: ACCOUNTING ASSISTANT II**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare, maintain and review a variety of records, reports and documents related to accounts payable, accounts receivable, financial aid or an assigned instructional division budget.

**DISTINGUISHING CHARACTERISTICS:**

The Accounting Assistant II class operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts. Incumbents in the Accounting Assistant I class perform routine financial record-keeping tasks under close supervision according to prescribed methods and procedures. The Accounting Assistant III classification is assigned a broader, more complex set of accounts involving a complete program or functional responsibility with considerable interaction with other accounting or program personnel and the responsibility for checking or verifying the work of other accounting personnel.

**REPRESENTATIVE DUTIES:**

Perform responsible clerical accounting duties in accounts payable, financial aid, accounts receivable or other assigned accounting area.

Assist in the preparation, maintenance and control of an instructional division budget; determine fund availability in various accounts and recommend adjustments as needed.

Receive, count, receipt, disburse and maintain records related to the collection and disbursement of large amounts of cash.

Total, record and account for tuition and other fees collected with cash registers and data terminals.

Prepare, process, verify and review financial documents related to the assigned function, detect and correct errors and data discrepancies.

Open, maintain, balance, adjust, reconcile and close assigned accounts as required.

Reconcile bank statements, balance cash, order currency and prepare cash for bank deposit.

Review financial documents for completeness, accuracy and compliance with established procedures.

Prepare and maintain records, files, lists and reports related to the assignment.

Operate a personal computer or computer terminal to enter and update information generate records and reports; operate office equipment including typewriter, calculator, copier and cash register.

Compute and send delinquency notices; collect for insufficient (NSF) checks and prepare routine correspondence related to assigned function.

Prepare budget projections and annual recommendations regarding budget requirements; perform budget and administrative support duties in an assigned instructional division.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices and terminology used in financial record-keeping and simple bookkeeping procedures.

Budget preparation, maintenance and control.

Methods and techniques of recording, receiving and disbursing cash.

Operation of a personal computer or computer terminal.

Modern Office practices, procedures and equipment.

Operation of a cash register.

**ABILITY TO:**

Perform responsible clerical accounting or budget-related duties in an assigned functional area.

Prepare, maintain, adjust and control an instructional division budget.

Receive, count, receipt and maintain records related to large amounts of cash collected or disbursed.

Make change quickly and accurately.

Operate a computer terminal and other office equipment according to assigned area.

Add, subtract, multiply and divide quickly and accurately.

Learn the bookkeeping procedures and clerical operations in an assigned area.

Type at an acceptable rate of speed.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective relationships with others.

**Interact professionally and politely with the general public.**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of cash record-keeping, clerical accounting or budget maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

**May require a valid California driver's license.**

WORKING CONDITIONS:

**Typical office setting.**

**Dexterity of hands and fingers to operate a keyboard.**

**Exchange information in person and on the telephone.**

**Sit for extended periods of time.**

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**Lift and carry up to 25 lbs.**

**Move from one work area to another as needed.**

**High volume telephone usage.**

Extensive computer work.

Classified Salary Range 27

Revised, Reallocated and Board Approved: September 13, 2004

**CLASS TITLE: ACCOUNTING ASSISTANT III**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform complex clerical accounting duties in specially funded projects, payroll, employee benefits or District accounting; prepare, process and assure accuracy of financial records, reports and documents.

**DISTINGUISHING CHARACTERISTICS:**

The Accounting Assistant III classification is assigned a broader, more complex set of accounts involving a complete program or functional responsibility with considerable interaction with other accounting or program personnel and the responsibility for checking or verifying the work of other accounting personnel. Incumbents in the Accounting Assistant I classification perform routine financial record keeping tasks under close supervision according to prescribed methods and procedures. The Accounting Assistant II classification operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts.

**REPRESENTATIVE DUTIES:**

Perform complex clerical accounting duties in an assigned functional area such as specially funded projects, payroll, employee benefits or financial aid accounts.

Receive, audit and verify financial or statistical documents related to assigned function; assure accuracy, completion and adherence to legal and procedural requirements.

Prepare required local, State and federal reports assist as directed in preparing special projects and reports.

Review, check and process a variety of documents including claims, invoices, vouchers and others; assure accuracy and timely processing of data, forms and reports.

Maintain various financial or statistical records and reports; make and verify extensions; compute and record financial transactions and prepare summaries.

Operate a personal computer or computer terminal to enter, update and compile financial and statistical data; arrange, review and verify data; generate lists and reports according to established guidelines.

Compile a variety of statistical data for reports relating to assigned function; file records and pertinent documents as appropriate.

Respond to questions from employees, vendors, contractors and others; explain laws, rules, regulations, contracts and other documents concerning District accounting procedures.

Perform other accounting clerical work in recording, assembling, tabulating and reconciling financial data; prepare warrants, invoices, time records, requisitions and similar fiscal documents.

Operate various office machines including typewriter, adding machine, copier, calculator, personal computer.

Compare, check and verify numerical data and financial documents; detect, trace and correct errors and discrepancies; adjust accounts in accordance with approved accounting procedures.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Bookkeeping principles and financial record-keeping practices used in preparing financial or statistical reports in an automated accounting system.

Financial and statistical record-keeping techniques.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

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

Oral and written communication skills.

Operation of office machines and computer-related equipment.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

### **ABILITY TO:**

**Perform complex clerical accounting duties related to specially funded projects, payroll, employee benefits or District-level accounting.**

Compare numbers and correct errors and discrepancies.

Maintain complex financial records, verify data and prepare accurate reports.

Apply bookkeeping and financial record-keeping principles.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type at an acceptable rate of speed.

Work independently with little direction.

Use tact, patience and courtesy in interpersonal interactions.

**EDUCATION:**

2 years of College Accounting courses and 5 years experience or equivalent work experience.

**Working Conditions:**

**Typical office setting.**

**Dexterity of hands and fingers to operate a keyboard.**

**Exchange information in person and on the telephone.**

**Sit for extended periods of time.**

**Lift and carry up to 25 lbs.**

**Move from one work area to another as needed.**

**High volume telephone usage.**

Extensive computer work.

Classified Salary Range 30

Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ACCOUNTING TECHNICIAN II**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform highly technical accounting duties in the preparation, maintenance and review of District accounting, budgetary, and fiscal records documents and reports, assuring accuracy and conformance with established procedure. May also lead, train coordinate direction to other personnel as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

Accounting Technician II performs highly technical accounting duties involving complete responsibility through financial statements for such funds as Auxiliary services, Bookstore, Food Services, and Foundation. Accounting Technician II accounts for the General Funds, Capital Outlay Fund, General Obligation Bond Fund, Self-Insurance Funds, Child Development Fund, Student Financial Aid Fund, Payroll Clearance Fund, and all specially funded programs and projects. Accounting Technician II is responsible for coordination of registration process, maintenance of budget records system, and compilation and filing of all state and federal tax returns.

#### **REPRESENTATIVE DUTIES:**

**Perform highly technical accounting and auditing work in the preparation, maintenance and review of financial records, accounts and reports; assure compliance with applicable rules, regulations policies and procedures.**

**Prepare and maintain a variety of comprehensive financial and accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls.**

**Provide work direction and guidance to assigned personnel; assist in selecting and training student and casual help; assure the timely completion of duties assigned to the unit.**

Provide information to District personnel regarding audit requirements and accounting records, procedures and errors; answer questions and resolve problems related to assigned programs and accounting functions.

Maintain and monitor assigned accounts; post data and maintain journals and ledgers; reconcile, adjust and balance assigned accounts; audit deposits; transfer funds as necessary between various funds and accounts.

**Audit or advise clerical staff regarding various documents involved in financial transactions such as invoices, requisitions, purchase orders, warrants, checks and receipts.**

Review financial documents and reports to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures, make adjustments and corrections as necessary.

**Compile information and data and prepare a variety of financial, accounting and budgetary reports and statements.**

**Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, auditors and vendors.**

**Operate a variety of office equipment and machines such as personal computer, computer terminal, typewriter, calculator and microfiche reader printer.**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Accounting and auditing principles, practices and procedures.**

**Financial and statistical record-keeping techniques.**

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

**Operation of a computer terminal and personal computer.**

**Technical aspects of field of specialty.**

Oral and written communication skills.

**ABILITY TO:**

**Perform technical accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports assuring compliance with applicable rules, regulations, policies and procedures.**

**Apply auditing and financial record-keeping techniques.**

Prepare financial statements and reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Review and verify data with speed and accuracy.

Process account transactions accurately.

**Operate a variety of equipment and machines such as computer terminal, typewriter, calculator and personal computer.**

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Work independently with little direction.

September 13, 2004

Administrative Services – Human Resources - 25

Provide work direction and guidance to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in accounting or related field and three years increasingly responsible experience in the preparation and maintenance of financial records and reports.

**WORKING CONDITIONS:**

**Typical office setting.**

**Dexterity of hands and fingers to operate a keyboard.**

**Exchange information in person and on the telephone.**

**Sit for extended periods of time.**

**Lift and carry up to 25 lbs.**

**Move from one work area to another as needed.**

**High volume telephone usage.**

Extensive computer work.

Classified Salary Range 34

Revised, Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ACCOUNTING TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Accounting Director, perform a variety of technical accounting duties in the preparation, maintenance and review of District accounting, budgetary, and fiscal records, documents and reports, assuring accuracy and conformance with established procedures.

**DISTINGUISHING CHARACTERISTICS:**

The Accounting Technician I classification performs technical accounting duties involving complete responsibility through financial statements for such funds as The Trust Fund and the Associated Students Organization funds.

The Accounting Technician II performs highly technical accounting duties involving complete responsibility through financial statements for such funds as Auxiliary services, Bookstore, Food Services, and Foundation. Accounting Technician II maintains records for the General Fund, Capital Outlay Fund, General Obligation Bond Fund, Self-Insurance Funds, Child Development Fund, Student Financial Aid Fund, Payroll Clearance Fund, and all specially funded programs and projects. Accounting Technician II is responsible for coordination of registration process, maintenance of budget records system, and compilation and filing of all state and federal tax returns.

**REPRESENTATIVE DUTIES:**

Perform technical accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports; assure compliance with applicable rules, regulations, policies and procedures.

Prepare and maintain a variety of difficult financial and accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls.

Provide information to District personnel regarding audit requirements and accounting records, procedures and errors; answer questions and resolve problems related to assigned programs and accounting functions.

Maintain and monitor assigned accounts; post data and maintain journals and ledgers; reconcile, adjust and balance assigned accounts; audit deposits; and transfer funds as necessary between various funds and accounts.

Audit or advise clerical staff regarding various documents involved in financial transactions, such as invoices, requisitions, purchase orders, warrants, checks and receipts.

Review financial documents to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.

Compile information and data and prepare a variety of financial, accounting and budgetary reports and statements.

Review financial reports and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary.

Provide work direction and guidance to assigned clerical accounting personnel and support staff; assist in selecting personnel and provide input concerning performance as requested.

Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, auditors and vendors.

Operate a variety of office equipment and machines such as personal computer, computer terminal, typewriter, calculator and microfiche reader-printer.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and personal computer.

Technical aspects of field of specialty.

Oral and written communication skills.

#### **ABILITY TO:**

Perform technical accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports, assuring compliance with applicable rules, regulations, policies and procedures.

Apply auditing and financial record-keeping principles.

Prepare financial statements and reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Review and verify data with speed and accuracy.

Process account transactions accurately.

Operate a variety of equipment and machines such as computer terminal, typewriter, calculator and personal computer.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Provide work direction and guidance to others.  
Use tact, patience and courtesy in interpersonal interactions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in accounting or related field and two years increasingly responsible experience in the preparation and maintenance of financial records and reports.

**LICENSES AND OTHER REQUIREMENTS:**

May require a valid California driver's license.

**WORKING CONDITIONS:**

**Typical office setting.**

**Dexterity of hands and fingers to operate a keyboard.**

**Exchange information in person and on the telephone.**

**Sit for extended periods of time.**

**Lift and carry up to 25 lbs.**

**Move from one work area to another as needed.**

**High volume telephone usage.**

Extensive computer work.

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Classified Salary Range 32

Revised, Reallocated and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 29

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of specialized and responsible secretarial and administrative assistance duties in a College program or service.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant I provides secretarial and administrative support to a Director of a College program or service. The Administrative Assistant II reports to a senior level administrator at the level of a Dean or Director of a major, complex, program or service of broader scope and accountability.

#### **REPRESENTATIVE DUTIES:**

Organize and manage day-to-day activities of an assigned office to assure efficient and effective office operations; coordinate communications; relieve the administrator of detailed administrative procedures.

Perform a variety of duties independently in support of functions delegated to assigned administrator; interpret and apply rules and regulations as appropriate.

Type a variety of materials such as correspondence, agendas, minutes, reports, forms, applications, memoranda and other documents.

Coordinate communication between the administrator and staff, students, faculty, vendors, the public and others, obtain and provide information, coordinate activities and resolve problems.

**Coordinate communication with vendors, contractors and public and private representatives in arranging programs, supporting contracts, and maintaining community liaisons as assigned.**

**Utilize judgment in screening and maintaining the confidentiality of concerns or complaints presented by students, faculty, staff, applicants, vendors or the general public.**

Greet office visitors and answer telephone calls, screen and direct calls and visitors to appropriate personnel; take and relay messages; schedule conference calls.

Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.

Organize, develop and maintain a variety of records, logs, files and departmental reports, including information of a confidential nature; verify data for accuracy, completeness and compliance with established procedures; input and retrieve data in computer systems as required; maintain confidentiality of information.

Research District policies or divisional or departmental practices and compile data for use by administrator or staff, compile information and prepare reports.

Schedule meetings, conferences, appointments and travel accommodations for assigned administrators, faculty or staff, maintain administrator's calendar.

Participate as a member of a selection panel, quality council or special committee, as assigned by the position.

Responsible for clerical duties such as filing, opening mail, answering phones and other duties as needed.

Order, issue and maintain department supplies, forms and equipment.

Operate a variety of office equipment including personal computer terminals, peripheral devices, related word processing and database or spreadsheet software programs; operate multiplex telephone system, electronic mail system, typewriter, calculator, facsimile equipment and copier.

Assist in maintaining and verifying current budget information; monitor expenditures and assist in budget preparation as required.

Train, provide work direction and monitor progress of student workers and clerical personnel as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and objectives of assigned department or program.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Computer hardware and word processing and database or spreadsheet software application programs.

Telephone techniques and public relations etiquette.

**ABILITY TO:**

Perform secretarial and administrative duties with speed and accuracy and maintain confidential records.

Learn, interpret, apply and explain rules, regulations, policies and procedures of assigned office.

Make arithmetic computations quickly and accurately.

**Type at 60 words net per minute from clear copy.**

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Assemble data and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including computer terminal, printer, multiplex telephone system, typewriter, calculator, facsimile equipment and photocopier.

Maintain a variety of files, records and logs.

Participate upon various committees, depending upon position assignment.

Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, including or supplemented by courses in secretarial science and three years of increasingly responsible secretarial experience.

**WORKING CONDITIONS:**

~~PHYSICAL ABILITIES: Dexterity of hands and fingers to operate a keyboard.~~

~~Hearing and speaking to exchange information in person and on the telephone.~~

~~Sitting for extended periods of time.~~

~~Seeing to read a variety of materials.~~

Typical office setting.

Extensive computer work

Long periods of standing and sitting.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as needed.

Classified Salary Range 28

Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: AUTO & EQUIPMENT MECHANIC**

**BASIC FUNCTION:**

**Under the direction of the Facilities, Planning and Services Administrator, repair and maintain College vehicles and equipment including gas, diesel, battery-powered and small engine equipment; assist in performing other skilled maintenance duties as assigned.**

**REPRESENTATIVE DUTIES:**

**Repair and maintain lawn mowing equipment, maintenance equipment, carts, emergency generators, passenger vehicles, trucks, grounds equipment and other large and small diesel and gasoline powered equipment.**

Perform preventive maintenance inspections of trucks, autos and other mechanical equipment.

**Perform safety checks and inspections on District trucks, passenger vehicles and other mechanical equipment.**

Diagnose and repair mechanical defects in a variety of vehicles; inspect and diagnose mechanical malfunctions in a wide variety of power equipment, power tools and mechanical equipment.

**Overhaul maintenance equipment; repair and adjust engines, transmissions, differentials and clutches.**

**Tune engines and carburetors; repair and adjust valves; replace, fit and adjust pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems; change tires, belts and hoses as required.**

Repair and replace alternators, voltage regulators, batteries and electrical wiring.

Adjust and replace brakes and hydraulic brake system components.

**Maintain a variety of records and reports including records of work performed, parts used and time spent.**

Maintain shop area, equipment and tools; obtain materials and spare parts as required.

Assist in performing other skilled maintenance duties as assigned.

Locate and acquire parts used in mechanical activity.

**September 13, 2004**

**Administrative Services – Human Resources - 33**

Auto & Equipment Mechanic (Continued)

Page 2

**Operate a variety of tools and power equipment used in the repair or servicing of vehicles and equipment.**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Technical aspects of field of specialty.

Record-keeping techniques.

Shop math applicable to vehicle maintenance.

Proper methods, materials, tools and equipment used in the vehicle maintenance trade.

Appropriate safety precautions and procedures.

### **ABILITY TO:**

Diagnose mechanical and electrical defects.

Operate equipment used in repairing or servicing of vehicles.

Read and use mechanical diagrams, repair manuals and parts catalogs.

Maintain records and prepare reports.

Operate District vehicles and equipment.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Lift objects weighing up to 75 pounds.

Work independently with little direction.

Perform other skilled maintenance work as assigned.

## **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: four years of training and experience which demonstrates the journey-level skill in the assigned trade.~~

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and a safe driving record.

Classified Salary Range 37

Revised, Reallocated and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 34

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: BUYER**

**BASIC FUNCTION:**

**Under the direction of the Director of Purchasing and Business Services, perform a variety of duties related to the acquisition of supplies, equipment, materials and services for the District; purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.**

**REPRESENTATIVE DUTIES:**

**Receive, review and process requisitions; determine appropriate methods of procurement in accordance with Board policies and directives.**

**Prepare formal bids and quotations; analyze bid terms and conditions; contract vendors regarding purchases and bids; evaluate bids received and recommend award.**

**Expedite purchase orders and requisitions within established procedures; evaluate delivery response time, quality of goods and services, District schedules, invoice procedures and dependability.**

Assure compliance with a variety of laws, codes, regulations and restrictions related to the procurement of goods and services for the District; evaluate and recommend cost savings methods.

Interview and correspond with vendors; coordinate demonstrations of vendor materials, product and services.

Provide technical expertise and assistance to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints.

Review trade publications and journals; maintain files of vendors, catalogs and listings; maintain bidding calendar and other reports as assigned.

Assist in the maintenance of computerized records related to the purchasing function.

Assist in preparing contract documents as assigned.

Operate data entry equipment to input, update and maintain budget, vendor and related purchasing information.

Train and provide work direction to clerical personnel as assigned.  
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Public purchasing and procurement principles, practices and procedures.  
Methods and procedures used in the purchase of college District supplies and equipment.  
Applicable sections of State Education Code and other applicable laws.  
**Types and sources of supplies, materials and equipment commonly used in a community college district.**

Technical aspects of field of specialty.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Financial and statistical record-keeping techniques.  
Oral and written communication skills.

**ABILITY TO:**

Effectively and efficiently purchase a variety of supplies, equipment and materials.  
Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.  
Evaluate prices, terms, discounts and quantities to purchase items cost-effectively.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Train and provide work direction to others.  
Meet schedules and time lines.  
Maintain records and files.  
Add, subtract, multiply and divide quickly and accurately.  
Operate office equipment including calculator, computer terminal and copier.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in procurement, business or related field and two years of purchasing experience.

Classified Salary Range 39

Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: CalWORKS JOB DEVELOPMENT AND PLACEMENT ADVISOR**

**BASIC FUNCTION:**

Under the direction of the assigned supervisor, perform a variety of responsible duties involving direct and purposeful contact with industry and business representatives; assist job-seeking students in the Job Placement Center; provide specialized advisement and other services to individual students through the CalWORKS and related programs.

**REPRESENTATIVE DUTIES**

Develop forms, handbooks, manuals and other written materials to facilitate student advisement and liaisons with prospective employers.

Communicate with academic counselors, District personnel, business and industry leaders, social service agencies staff, community resources representatives, and other educational institutions to coordinate job development and placement activities, exchange information and refer students for further assistance.

Provide specialized advisement and paraprofessional services to business and industry representatives, current and prospective students in the CalWORKS or related student services areas.

Interview individual students to determine program eligibility and obtain information to develop student employment plans in the Job Placement Center.

Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.

Select, administer, score and interpret tests and assessment instruments as assigned; assist students in identifying alternative courses of action and assist students in developing appropriate plans.

Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty areas.

Plan, develop and conduct workshops to provide students with specialized assistance and information in assigned areas.

Train and provide work direction to assigned support staff and student assistants.

September 13, 2004

Administrative Services – Human Resources - 37

## **Cal-WORKS Job Development & Placement Advisor (Continued)**

### **Page 2**

Work closely with the CalWORKS Coordinator and other staff within the CalWORKS program and Job Placement Center.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Job development principles and techniques.  
Specialized functions, operations and activities in the Job Placement Center.  
Interviewing techniques.  
District services and community resources available to students.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Applicable sections of State Education Code and other applicable laws.  
District organization, operations, policies, procedures and objectives.  
Technical aspects of field of specialty.  
Financial and statistical record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Modern office practices, procedures and equipment.

##### ABILITY TO:

Provide specialized paraprofessional services and advisement to industry representatives and current students and alumni in the Job Placement Center.  
Assess employment needs and interests and develop viable plans and alternatives for students.  
Interview students to determine program eligibility and obtain relevant data.  
Plan, develop and conduct informational workshops.  
Communicate effectively both orally and in writing.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Train and provide work direction to others as appropriate.  
Analyze situations accurately and adopt an effective course of action.  
Maintain records and prepare reports.  
Assist students within a multicultural, multiethnic environment.  
Work with discretion and adhere to policies and procedures related to confidentiality.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to two years college course work in social science, human services, business and/or three years of increasingly responsible full-time experience in business and industry related to human resources or job development and placement.

## **Cal-WORKS Job Development & Placement Advisor (Continued)**

### **Page 3**

#### **LICENSES AND OTHER REQUIREMENTS:**

May require a valid California driver's license and a safe driving record.

#### **WORKING CONDITIONS:**

Typical office setting.

Classified Salary Range35

Reallocated and Board Approved: September 13, 2004

**X.**

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: CLERICAL ASSISTANT**

**BASIC FUNCTION:**

**Under the direction of an assigned supervisor, perform a variety of routine clerical, general office, duties within a framework of established procedures to support the needs of an assigned college or District program, function or office. Provide quality customer service in a multi-culturally diverse environment and do other related work as required.**

**DISTINGUISHING CHARACTERISTICS:**

**Clerical Assistants are assigned general, routine clerical work of average difficulty. The Clerical Assistant is not expected to perform with the same level of independence and judgment on matters related to established procedures and methods as the Senior Clerical Assistant. The Clerical Assistant position involves extensive public contact and interactions.**

**REPRESENTATIVE DUTIES:**

Type a wide variety of documents from clear copy or rough draft.

Screen and proofread reports, forms, and other documents for accuracy and completeness. Proofread finished copy and duplicate materials as assigned.

Sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Answer the telephone and perform receptionist duties including assisting students faculty, staff, and the general public, provide information, and refer callers and visitors to appropriate personnel and offices as required.

Post information to operational, business, and student records.

Compile, list, and summarize information for review by supervisor; prepare routine or recurring reports according to established procedures.

Make arithmetical calculations in the performance of duties.

Receive, sort and route mail.

Operate standard office equipment including a typewriter, personal computer, copier, and other office equipment.

Train and provide work direction to student employees as assigned.

September 13, 2004

Administrative Services – Human Resources - 40

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Correct English usage, vocabulary, spelling, grammar and arithmetic.

Receptionist and telephone techniques and etiquette.

Basic techniques and operation of word processing.

**ABILITY TO:**

Perform a variety of clerical work of average difficulty without close supervision.

Keyboard, type and proof work.

File documents.

Review material for accuracy.

Operate a variety of office equipment such as a typewriter, computer terminal, calculator and copier.

Learn personal computer word processing and basic applications software.

Follow oral and written direction.

Work with confidential information.

**Communicate effectively orally and in writing.**

Work cooperatively with others.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Interact professionally and politely with the general public.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to graduation from high school and one year of general clerical specification.**

:

**WORKING CONDITIONS:**

Typical office setting.

Extensive computer work

Long periods of standing and sitting.

Interaction with students, staff and the public.

Classified Salary Range – 22

Revised, Reallocated and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 41

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: COSMETOLOGY ASSISTANT**

#### **BASIC FUNCTION:**

**Under the direction of an assigned Dean or supervisor, perform manual and clerical duties related to the maintenance and operation of a cosmetology stock room; perform clerical and receptionist duties.**

#### **REPRESENTATIVE DUTIES:**

Issue supplies such as dyes, lotions, rinses, shampoos, polishes and astringents to teachers and students.

Prepare stock solutions such as permanent wave lotions, neutralizers, shampoos and rinses.

Sterilize and clean equipment.

Maintain perpetual inventory of stock and order new materials and solutions.

Schedule appointments for patrons; maintain patron appointment records.

**Receive visitors and answer telephone; contact prospective students regarding cosmetology program waiting list.**

**Assign students' lockers, equipment tags and supplies for each class; maintain time records for students.**

**Type State Board of Cosmetology forms and attendance records.**

**Perform related duties as assigned.**

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Cosmetology materials such as dyes, rinses, bleaches and astringents.

Operation of a stock room.

Inventory practices.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

Organize and maintain a stock room.

**Prepare lotions, astringents, shampoos and dyes according to formulas.**

**Maintain records of supplies and equipment.**

Establish and maintain cooperative and effective working relationships with others.

September 13, 2004

Administrative Services – Human Resources - 42

Type at an acceptable rate of speed.

Lift and move supplies and equipment.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: education and experience which meets the State requirements of 10 hours of cosmetology chemistry and 25 hours of laboratory practical training in preparing germicidal solutions, wave lotions, shampoos, hennas, tints and bleaches and practical training in washing and sanitizing equipment used in a beauty shop.~~

**LICENSES AND OTHER REQUIREMENTS:**

May require a valid driver license.

**WORKING CONDITIONS:**

Long periods of standing and sitting.

Lift to carry up to 25 lbs.

Hear and speak to exchange information on the telephone or in person.

Dexterity of hands and fingers to operate office equipment.

Subject to constant interruptions.

Classified Salary Range 21

Revised, Reallocated and Board Approved: September 13, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: CUSTODIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, maintain assigned buildings, rooms or office space in a clean and orderly condition.

#### **REPRESENTATIVE DUTIES:**

Sweep, scrub, mop and wax floors; vacuum rugs and carpets.

Dust and polish furniture and woodwork.

Empty and clean waste receptacles.

Clean restrooms; wash windows and walls; clean blackboards/whiteboards.

Polish metal work.

Maintain equipment and materials.

Assist in cleaning kitchens and snack bar equipment.

Assist in moving and arranging furniture and equipment; set up auditorium or classrooms for special events or meetings.

Adjust shades and blinds; adjust desks and other related furniture.

Clean and pick up paper on grounds and courts.

Assist maintenance crews performing painting, carpentry or other maintenance work as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic methods of cleaning and preserving floors, walls and fixtures.

Basic cleaning materials, disinfectants and equipment used in custodial work.

Common cleaning tools and their uses.

Safe work practices.

Safe and proper use and storage of hazardous and toxic substances.

**ABILITY TO:**

Learn assigned schedule, procedures and use of tools used in custodial work.  
Use common electrical cleaning equipment.  
Perform physical labor.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and six months of custodial work experience.

**WORKING CONDITIONS:**

**Use of cleaning materials.**

Move from one location to another.  
Lift, carry and move up to 40 lbs.  
Hand, finger, wrist, foot dexterity  
Long periods of standing, walking.

Classified Salary Range 20

Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:                   DISPATCH CLERK (POLICE DISPATCHER)**

### **BASIC FUNCTION:**

Under the direction of the Chief of Police or Sergeant, operate computer, telephone and radio communications equipment to receive and record emergency calls and routine calls for service; provide information, dispatch police and emergency personnel; type, file, and perform a wide variety of clerical support duties in the Police Department.

### **REPRESENTATIVE DUTIES:**

Receive emergency calls for service.

Handle complains and inquiries from the public.

Dispatch police personnel and alert and request assistance as needed from public safety agencies.

Operate a variety of communications equipment including telephone, two-way radio, and computer equipment.

Prepare reports and logs of unusual incidents, contact agencies involved with major emergency operations such as the County Fire Department, neighboring police agencies and various State agencies that deal with emergency and disaster operations.

Maintain contact with all units on assignments; maintain status and location of field units; enter, update, and retrieve information on wanted persons, stolen property, vehicle registration and other information from statewide computer networks; and perform a wide variety of clerical functions that support the overall operations of the Police Department.

Operate standard office machines including typewriters and computer video display terminal and keyboard (automated dispatch).

Prepare and maintain logs of incoming and outgoing calls.

Type police reports, incident reports and other materials; process file or duplicate as appropriate.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Standard radio and telephone communications receiving and transmitting equipment.

Standard broadcasting procedures and roles.

Operation of common radio dispatching equipment.

September 13, 2004

Administrative Services – Human Resources - 46

Basic computer knowledge  
Modern office practices, procedures, and equipment.  
Record-keeping/filing techniques.  
Telephone techniques and etiquette.

**ABILITY TO:**

~~Demonstrate excellent customer service skills.~~

Speak clearly and distinctly.  
Exercise good judgment and make sound decisions in emergency situations.  
Effectively communicate with and elicit information from upset and irate citizens.  
Exercise independent judgment and work with a minimum of supervision.  
Understand and follow oral and written instructions.  
Handle multiple events effectively.  
Operate a computer-aided dispatch center, computer systems, and other office equipment accurately to maintain routine records.  
Type at 30 words net per minute from clear copy.  
Establish and maintain cooperative and effective working relationship with others.

**EDUCATION AND EXPERIENCE:**

High school diploma, or any combination of education and experience that provides equivalent knowledge, skills, and abilities and one year clerical experience involving public contact.

Possession of a currently valid P.O.S.T. Public Safety Dispatch certificate or successful completion of the P.O.S.T. Public Safety Dispatcher course during the 12-month probationary period.  
Prior public safety dispatch experience desirable.

**WORKING CONDITIONS:**

Ability to function in an active and often hectic environment.  
Dispatchers are required to work various shifts as assigned.  
Operate a visual display terminal for an extended period of time.  
Must be able to hear alarms and other auditory devices.  
Long periods of sitting and standing.  
Lift and carry up to 25 lbs.  
Interaction with students, staff and the public.

The Police Department is a 24-hour-per-day, 7-days-a-week operation which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays). Dispatchers are subject to emergency call out.

Classified Salary Range 25

Reallocated and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 48

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EVENT SPECIALIST**

### **BASIC FUNCTION:**

Under the general supervision of the Theatre Manager, El Camino's Center for the Arts, the Event Specialist assists in determining personnel, scheduling and equipment needs for planned events, including "front of house" operations for all events in Marsee Auditorium, Campus Theatre, Haag Recital Hall; and oversees volunteers and temporary staff..

### **REPRESENTATIVE DUTIES:**

Confer with all auditoria users to ascertain the necessary event requirements and to ensure the smooth running of live performances.

~~Coordinate all event requirements with artists and/or artist representatives, including production needs, hotel accommodations, transportation and catering needs.~~

Coordinate "front of house" event requirements for facility rental events.

~~Function as House Manager for events.~~

~~Assign and oversee appropriate theatre staff in front of house operations in campus auditoria including house managers, ushers, concessions, and ticket takers.~~

Determine staffing needs and work schedules.

~~Ensure that appropriate front of house staff levels are maintained to adequately service all auditoria uses.~~

Demonstrate a high degree of professionalism in all interactions with event staff, the general public and artists' personnel.

Recruit and oversee the volunteer staff. .

Coordinate events' information with campus police.

Complete front of house payroll timesheets .

During the scheduled events, ensure the coordination of house safety policies.

Perform related work as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Theatre management; front of house/customer service; crowd behavior and management; budget development; general aspects of theatre production; directing the work of others; safety hazards and preventative measures particular to theatre management.

**ABILITY TO:**

Manage front of house theatre operations in an effective and business-like manner; determine human resources needs; select and schedule volunteers and temporary employees; develop budgets and cost estimates related to staffing, supplies and equipment; advise staff, public users, casual and student help; work cooperatively with staff, students and general public..

**EDUCATION AND EXPERIENCE:**

College degree(s) or any combination equivalent to two (2) years of college in theatre management or college course work in related field and three (3) years of progressively related theatre management experience. One year of supervisory experience is desirable.

**WORKING CONDITIONS:**

Must be able to work nights, weekends, and holidays, as needed.

Will serve as a runner, when necessary.

Lift and carry up to 25 pounds.

Move from one location to the other.

Classified Salary - Range 34

Revised, Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: FISCAL SERVICES ANALYST**

**BASIC FUNCTION:**

Under general supervision and at the direction of the Business Manager, gather data and conduct statistical analyses; serve as a resource person to other management and staff; and conduct related work as required.

**REPRESENTATIVE DUTIES:**

**Conducts studies, reports, and special projects and makes recommendations as requested by administration.**

Prepares federal and state reports, questionnaires and surveys.

Conduct budget analyses including calculations of WSCH/FTE (weekly student census hours/FTES).

**Provides fiscal information and budget management assistance to departments, committees and other as necessary.**

**Responsible for the CCFS 320 FTES Report.**

**Performs and reconciles benefits accounting functions.**

**Prepares reports based on student attendance data by division.**

**Performs other related duties as assigned.**

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

**Public administration, management principles, and practices.**

Principles and practice of personnel administration in a Public Sector.

Principles of statistical and systems analysis and project planning and design.

Principles of automated data processing and information systems.

Effective report writing techniques.

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

**ABILITY TO:**

Quickly learn applicable state, local, and education codes, regulations and District policies.

Independently conduct studies and prepare reports and organize data for presentation

**Communicate effectively both orally and in writing.**

Become technically proficient within a computerized environment.

Interpret policies and procedures.

Work independently and perform assignments without detailed instructions.

Analyze situations and adopt an effective course of action.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Exercise tact and discretion when interacting with others.

Maintain confidentiality of information.

Lift and carry up to 25 pounds.

**EDUCATION AND EXPERIENCE:**

Must have the equivalent of two years college course work in related subjects (two years work experience for every one year of college course work in related subjects.) and three years of increasingly responsible experience performing clerical, statistical, and analytical duties.

**WORKING CONDITIONS:**

Extensive computer work.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone.

Sit for extended periods of time.

High volume telephone usage.

Classified Salary Range 34

Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: LEAD PBX OPERATOR RECEPTIONIST**

#### **BASIC FUNCTION:**

**Under the direction of an assigned supervisor, operate a telephone switchboard and perform receptionist duties; train and provide work direction to relief operators and other personnel as assigned.**

#### **REPRESENTATIVE DUTIES:**

**Train and provide work direction to relief operators, student assistants and other personnel as assigned.**

**Operate a telephone switchboard; receive and transfer incoming calls.**

Place, receive and complete long distance calls; take and transmit messages.

Receive and greet office callers and visitors and refer them to proper parties.

Provide routine information to employees, students and the public.

Notify interested parties of time and place of meetings and conferences,

Maintain accurate records related to long distance billing.

Perform clerical work such as typing, filing, proofreading, assembling and distributing materials.

Operate a variety of office machines and equipment.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles of training and work direction

Operation of a telephone switchboard.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

Train and provide work direction to others.

Operate a multiple telephone switchboard.

Perform clerical work including the operation of a variety of office machines and equipment.

September 13, 2004

Administrative Services – Human Resources - 53

Understand and follow oral and written directions.

**Establish and maintain cooperative and effective working relationships with others.**

Learn the names and locations of personnel served by the switchboard.

Speak clearly and distinctly

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by course work in office practices and two years of clerical experience including switchboard operation.

**WORKING CONDITIONS:**

Typical office setting.

Long periods of sitting.

Hand, wrist and finger dexterity.

Extensive interaction with students, staff and the public.

High volume telephone usage.

Classified Salary Range 25

Revised, Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: LOCKSMITH**

**BASIC FUNCTION:**

**Under the direction of the Director or Assistant Director of Facilities, Planning and Services, perform skilled duties in the installation, repair and maintenance of locks and related parts on lockers, doors windows and cabinets; make and duplicate keys; maintain master key systems.**

**REPRESENTATIVE DUTIES:**

Install new locks; repair, open and remove locks; disassemble locks; clear keyways of obstructions; repair, replace and alter worn tumblers, springs and other parts.

Operate key-cutting machines to make or duplicate new keys as required.

Change lock combinations as directed; maintain and repair locks on school lockers.

Maintain master key systems; maintain records and security of duplicate keys.

Repair and maintain panic bars and other exit hardware.

Operate a variety of equipment, tools and machines such as saws, grinders, drills and hand tools.

~~Plan and lay out locksmithing tasks; locate and acquire parts and supplies used in locksmithing activity; maintain routine records.~~

Respond to emergency key needs when keys are lost or locks are broken.

Locate and work from blueprints, shop drawings, sketches and plans.

Provide assistance to other maintenance personnel as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, materials, tools and equipment used in locksmithing trade.

The variety of locks and hardware available and proper use for each type.

Shop mathematics applicable to the locksmithing trade.

Applicable codes and regulations.

Appropriate safety precautions and procedures.

Record-keeping techniques.

**ABILITY TO:**

- Use the tools, equipment and materials of the locksmithing trade safely and effectively.
- Perform shop mathematics applicable to the locksmithing trade.
- Plan and lay out locksmithing work.
- Work from blueprints, shops drawings and sketches.
- Maintain various records.
- Maintain tools and equipment in safe, clean and proper working condition.
- Communicate effectively with others.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: two years training and experience which demonstrate successful journey-level skill in the locksmithing trade.~~

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and safe driving record.

Classified Salary Range 37

Reallocated and Board Approved: September 13, 2004

**CLASS TITLE: PBX OPERATOR RECEPTIONIST**

**BASIC FUNCTION:**

**Under the direction of an assigned supervisor, operate a telephone switchboard, perform receptionist and general clerical support duties.**

**REPRESENTATIVE DUTIES:**

Operate a telephone switchboard; receive and transfer incoming calls.

Place, receive and complete long distant calls; take and transmit messages.

Receive and greet office callers and visitors and refer them to proper parties.

Provide routine information to employees, students and the public.

**Notify interested parties of time and place of meetings and conferences.**

Maintain accurate records related to long distance billing.

Perform clerical work such as typing, filing, proofreading, assembling and distributing materials.

Operate a variety of office machines and equipment.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of a telephone switchboard.

Modern office practices, procedure and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Operate a multiple telephone switchboard.

Perform clerical work including the operation of a variety of office machines and equipment.

Understand and follow oral and written directions.

Type at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Learn the names and locations of personnel served by the switchboard.

Speak clearly and distinctly.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by coursework in office practices and one year of clerical experience including switchboard operation.

**WORKING CONDITIONS:**

Typical office setting.

Long periods of sitting.

Hand, wrist and finger dexterity.

Extensive interaction with students, staff and the public.

High volume telephone usage.

Classified Salary Range 21

Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: PURCHASING ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Director of Purchasing and Business Services, perform a variety of specialized clerical duties related to purchasing materials, equipment, supplies and services; process purchase orders and requisitions according to established purchasing procedures and regulations.

### **REPRESENTATIVE DUTIES:**

Perform a variety of clerical duties in support of purchasing functions including typing, filing, verifying and recording information; duplicate and distribute a variety of materials as required.

Review and process requisitions and purchase orders; obtain price verifications from telephone or written quotations.

Communicate by phone and mail with vendors and suppliers to expedite purchase orders, resolve discrepancies and delivery problems and obtain information.

Contact requisitions as needed to clarify requisition specifications and requirements; suggest alternatives or substitutes as appropriate.

Prepare and maintain accurate records related to the inventory of fixed assets; operate a computer terminal to enter, update and maintain records; generate computer reports and lists as assigned.

Answer telephone and provide information related to purchasing activities as appropriate.

Operate a variety of office equipment and machines such as calculator and copier; operate computer terminal and peripheral equipment to input a variety of data and maintain various records. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic methods and practices related to purchasing for a community college district.

Methods of invoicing including discounts and taxes.

Inventory control methods and practices.

Basic financial record-keeping techniques.

Types and sources of supplies and vendors.

Modern office practices, procedures and equipment.

Operation of a computer terminal.

September 13, 2004

Administrative Services – Human Resources - 59

## **Purchasing Assistant (Continued)**

### **Page 2**

Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Telephone techniques and etiquette.

#### **ABILITY TO:**

Learn and apply purchasing and inventory control practices, procedures and regulations.  
Add, subtract, multiply and divide quickly and accurately.  
Perform clerical duties such as filing, duplications, typing and maintaining records.  
Maintain financial records and prepare reports.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Learn to interpret, apply and explain rules, regulations, policies and procedures.  
Type at 40 words net per minute from clear copy.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Perform computer data entry, storage and retrieval.  
Operate business machines including calculator, copier and computer.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years general clerical experience including experience in a purchasing department or a closely related field.

#### **WORKING CONDITIONS:**

Typical office setting.  
Extensive computer work.  
Long periods of standing and sitting.  
Occasionally moves from one work area to another as needed.  
Lift and carry up to 25 pounds.

Classified Salary Range 27

Reallocated and Board Approved: September 13, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: REPROGRAPHICS OPERATOR

#### BASIC FUNCTIONS:

Under the direction of the Production Services Supervisor, operate computerized high volume duplication and related equipment for the reproduction of District materials; perform binding and finishing work for printed materials; perform routine general and clerical work.

#### REPRESENTATIVE DUTIES:

Provide printing and photocopying services for the District; set up program and operate high-speed computerized copiers; to reproduce District printed material for instructors and administrators; assure timely and effective services; maintain prescribed standards of work production.

Review work in progress and work performed to assure proper application of duplicating processes, paper weights and sizes and other related information.

Check, replace and maintain duplicator supplies to assure appropriate levels and proper working condition; replace dry ink, waste toner, staple cartridge, fuser agents, paper and other supplies.

Perform a variety of bindery and finishing work such as binding, drilling, cutting, collating, trimming, folding and shrink wrap printed materials; organize, package and distribute orders to District departments.

Communicate with District staff in person and on the telephone, receive and provide information on appropriate paper size, color and other details.

~~Operate a computer to prepare and maintain daily logs and files of work projects, etc. operate a computer terminal to prepare Copy Center billing for District departments.~~

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Proper operation of computerized high-volume duplicator and related printing equipment.

General clerical procedures.

Proper operation of binding and finishing equipment.

Basic computer operation.

Basic record-keeping techniques.

**ABILITY TO:**

**Operate a high-speed photocopy machine and other equipment needed to collate, staple and drill materials as requested.**

- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with others.
- Operate a computer terminal.
- Prioritize and schedule work.
- Maintain routine records.
- Stand for long periods of time.
- Lift (up to 50 pounds), move, carry and store materials.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

May require a valid driver's license.

**WORKING CONDITIONS:**

- Hear and speak to exchange information on the telephone or in person.
- Dexterity of hands and fingers to operate equipment.
- Subject to constant interruptions.
- Constant moving from one location to another.
- Exposure to machine vibrations while operating machine.

Classified Salary Range 22

Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: SECRETARY**

### **BASIC FUNCTION:**

**Under the direction of an assigned supervisor, perform a variety of responsible secretarial and clerical support duties to assist with administrative details.**

### **REPRESENTATIVE DUTIES:**

**Perform secretarial and clerical duties for assigned administrator and other staff, assist with a variety of clerical and routine duties.**

Prepare and type reports, memoranda, correspondence, requisitions, work orders, purchase orders and other documents related to assigned functions; duplicate and distribute materials as appropriate.

Receive and screen visitors and phone calls; refer to appropriate staff members; take messages as necessary; receive, sort and route mail.

**Coordinate communication with other District personnel, students, education institutions, vendors, outside organizations and the public.**

**Make appointments and maintain administrator's schedule and calendar; arrange travel accommodations, conferences and meetings as necessary.**

**Take and transcribe dictation if required at assigned work site, including some materials of a confidential or sensitive nature; take and transcribe minutes of meetings as required.**

Provide information and assistance in person or on the telephone on a variety of department matters; respond to requests for information; compose routine correspondence and memoranda as required.

Establish and maintain a variety of records, logs and files related to assigned functions; obtain and provide information from records and files as requested, maintaining appropriate confidentiality.

Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations.

**Prepare, process and review financial and statistical forms, reports, records and information; maintain accurate budget records as assigned.**

**Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.**

Operate a variety of office machines and equipment including computer, calculator, typewriter, word processor and copier.

Train and provide work direction to student workers and clerical personnel as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic functions of assigned department or program.
- Telephone techniques and etiquette.
- Operation of a computer terminal and data entry skills.

**ABILITY TO:**

- Perform responsible secretarial and clerical work with speed and accuracy.
- Type at 60 words net per minute from clear copy.
- Learn and apply the rules and regulations of the department or program to which assigned.
- Learn and apply District policies, rules and regulations.
- Operate a variety of office equipment such as typewriter, computer terminal, calculator, word processor and copier.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Train and provide work direction to others.
- Maintain records, logs and files.
- Communicate effectively both orally and in writing.
- Assemble data and prepare reports.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school, including or supplemented by courses in secretarial science and three years of increasingly responsible clerical experience.**

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require a valid California driver's license.

~~WORKING CONDITIONS:~~

~~PHYSICAL ABILITIES: Dexterity of hands and fingers to operate a keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.~~

Typical office setting.  
Extensive computer work  
Long periods of standing and sitting.  
Ability to carry up to 25 lbs.  
Ability to move from one work area to another as needed.

Classified Salary Range 26  
Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SET DESIGNER**

#### **BASIC FUNCTION:**

**Under the direction of the Director or supervisor, design and construct stage settings for plays, performances and stage productions.**

#### **REPRESENTATIVE DUTIES:**

Design stage settings including single and multiple scenes; prepare rough and finished sketches.

Consult with theater users and directors regarding set design and construction.

Determine type and cost of materials; oversee and participate in the construction of stage sets.

Assist in determining lighting effects.

Acquire furniture, stage properties and other items needed to complete stage settings.

**Operate a variety of hand and power tools used to construct and paint sets; observe safety precautions and regulations.**

Assist in the preparation of annual budgets; order supplies and maintain routine records.

Oversee the work of assigned employees and student assistants.

**Perform related duties as assigned.**

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Artistic principles and periods of scenic design and painting and their applications.

Common woodworking, electrical, stage lighting and plumbing skills.

Safe and correct use of hand and power tools.

Basic mathematical, computer drafting and clerical skills needed for set design.

AUTOCAD software

Safe work practices.

##### **ABILITY TO:**

Design and construct stage settings.

Operate hand and power tools in the construction and painting of stage scenery.

Locate and acquire stage properties.

Draft simple construction drawings.

Hang, connect, focus and gel stage lighting instruments.

Operate counterweight system, dimming system and other equipment.

September 13, 2004

Administrative Services – Human Resources - 66

Order supplies and maintain routine records.  
Establish and maintain cooperative and effective working relationships with others.  
Lift, push and pull a minimum of 50 pounds.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: two years of college course work in stage craft, drama or closely related field and three years experience in the design and construction of stage settings.**

LICENSES AND OTHER REQUIREMENTS:

**Must possess a valid California Driver's License.**

WORKING CONDITIONS:

**Work within a construction environment**

**May work nights, weekends, and holidays, as needed.**

Classified Salary Range 36

Revised, Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: WELDER**

**BASIC FUNCTION:**

**Under the direction of a Facilities, Planning and Services Administrator, perform skilled metal work including maintenance, fabrication and repair welding; assist in performing other skilled maintenance duties as assigned.**

**REPRESENTATIVE DUTIES:**

Construct, alter or repair metal surfaces including doors, window frames and sashes, pipes and all applicable surfaces.

Design, layout and fabricate metal objects.

Schedule repair assignments according to priority and location; maintain simple records.

Requisition and store welding and shop supplies and materials.

Estimate amount of time and materials necessary to complete work assignments.

Operate a variety of tools and power equipment including torches, grinders, saws, tractors and other maintenance tools and equipment.

Repair a variety of equipment and tools; operate heavy equipment in the support of the maintenance program as assigned.

Assist in performing other skilled maintenance duties as it relates to the welding discipline.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Tools and procedures for fabrication, construction and repair of metal objects.

Record-keeping techniques.

Health and safety regulations.

Technical aspects of field of specialty.

**Proper methods of storing equipment, materials and supplies.**

**ABILITY TO:**

**Operate a variety of tools and equipment such as cutting torches, power saws, power grinders, welders, wrenches and hand tools.**

**Work from blueprints, shop drawings and sketches.**

- Make arithmetic calculations quickly and accurately.**
- Understand and follow oral and written directions.**
- Work independently with little direction.**
- Meet schedules and time lines.**
- Plan and organize work.**
- Maintain simple records.**
- Read, interpret, and follow rules, regulations, policies and procedures.**
- Lift objects weighing up to 50 pounds.**
- Perform other skilled maintenance work as assigned.**
- Establish and maintain a cooperative and effective working relationship with others.**

**EDUCATION AND EXPERIENCE:**

- Four years of training and experience which demonstrates journey-level skill in the assigned trade.**

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license and a safe driving record.**

**WORKING CONDITIONS:**

- Work outdoors.**
- Frequently exposed to extreme welding heat.**
- Frequently exposed to noise and vibrations from welding, grinding and sawing equipment.**
- Standing for prolonged periods of time.**
- Frequent bending and stooping.**
- Frequently rotating wrist in various positions.**
- Occasionally climbs ladder.**
- Frequently reaching below shoulder level.**
- Hand and finger dexterity to grasp, handle and twist various equipment.**
- Occasionally install various electrical components.**
- Recognize and see warning signs, obstacles and/or hazardous conditions.**

**Classified Salary Range 37**

**Revised, Reallocated and Board Approved: September 13, 2004**

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: BOOKSTORE SALES ASSISTANT**

### **BASIC FUNCTION:**

**Under the direction of the Assistant Director - Bookstore, operate a computerized point-of-sale cash register and perform all related cashier duties as assigned; monitor student loan sales, give refunds and perform buyback duties; provide information and assistance to customers in the college bookstore and on the telephone; price, stock and display merchandise; participate in physical inventory counting and all special sales and activities; train and provide work direction to student and part-time cashiers.**

### **REPRESENTATIVE DUTIES:**

**Set up, operate and close all cash registers and cash handling systems used in retail operations conducted by the Bookstore which include, but are not limited to, the Convenience Stores, Coffee Stations, Graduation ceremonies and other special sales events.**

Assist customers by providing routine bookstore information related to bookstore merchandise and services; approve checks and refunds according to established policies and procedures.

**Prepare forms to process voids, overcharges, refunds, credit card transactions and other cash register adjustments.**

~~Provide change and change cash register receipt and journal tape noting all pertinent information for balancing.~~

Assist with special programs, such as Veteran's Services, Scholarships, EOP&S, agency and campus department invoices; check for accuracy, determine eligibility and process forms through cash register.

Price, stock and-display-merchandise; verify marked prices and SKU numbers with shelf tags.

Maintain inventory in assigned area and report low stock to buyers; participate in physical inventory preparation and counting.

**Communicate with buyers to provide information related to current merchandise and stock availability; maintain current knowledge of computer software updates and versions to assist customers.**

**Answer telephone and provide accurate information regarding refund policies, check and charge procedures, buyback information and merchandise availability; access computer database for available merchandise and pricing.**

Maintain daily cash register sign-in sheets for student and part-time workers.

Assist with a variety of special sales including caps and gowns, class rings and buy-backs.

Train and provide work direction to student workers and part-time cashiers; train cashiers on all cash registers used by the Bookstore and cash handling procedures.

**Assist in opening and/or closing the bookstore; generate cash register reports, count and set-up drawers for next day, secure safe and lock doors.**

**Monitor and log all merchandise used for store use; advise Director of low operational supplies; maintain neat and orderly sales floor.**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Point-of-Sale cashiering and electronic banking procedures and techniques.

Basic record-keeping techniques including inventory and stock control.

Procedures applied to opening or closing a retail operation.

**Methods of accurate cash register balancing, setting up cash drawers, and generating reports. Basic math.**

Interpersonal skills using tact patience and courtesy.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Basic merchandising techniques.

**ABILITY TO:**

Effectively operate and understand a computerized cash register system.

Operate a computer terminal.

Read, interpret, apply and explain policies and procedures.

Resolve problems related to operation of cash registers, sales entries, refunds and adjustments.

Prioritize and schedule work.

Train and provide work direction to student and part-time workers.

Establish and maintain cooperative and effective working relations with others.

Make calculations of change with speed and accuracy.

Maintain routine records.

September 13, 2004

Administrative Services – Human Resources - 71

Perform effectively in a fast paced environment.  
Work overtime during peak periods.  
Understand and follow oral and written direction.  
Communicate effectively both orally and in writing.  
Greet the public tactfully and effectively.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school and one year of retail cashiering experience. College bookstore experience is preferred.**

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Fast-paced retail environment.

**PHYSICAL ABILITIES:**

Use arms, legs, and back to lift moderately heavy items.  
Bend at the waist.  
Walk and/or stand for extended periods of time.  
Dexterity of hands and fingers to operate a cash register.  
Reach overhead, above the shoulders and horizontally.

Classified Salary Range 19

Revised and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BOOKSTORE LEAD SALES ASSOCIATE

BASIC FUNCTION:

**Under the direction of the Assistant Director-Bookstore, oversee, train and provide work direction and guidance to cashiers and student workers; receive and resolve customer questions and complaints; open Bookstore and set up cash registers; perform cashier duties and assist patrons by providing information and assistance in the College Bookstore.**

REPRESENTATIVE DUTIES:

Open any of the retail operations under the direction of the Director of the Bookstore; oversee cash register activities; maintain all cash register supplies; troubleshoot and fix simple register problems; inform Assistant Director of Bookstore of problems related to all aspects of cash handling issues.

**Train, schedule and oversee cashiers and student workers; assist in the selection of student workers; provide guidance to assigned employees provide information to students, staff and others regarding policies, procedures and other information.**

**Operate a cash register as required; make change; process refunds and exchanges; verify checks and process credit card purchases; process special program transactions; function as the lead in matters of customer service issues; follow established policies and procedures.**

**Answer telephone as required; take messages; provide information to students, staff and others regarding books, supplies, Bookstore policies, procedures and other routine information.**

**Price, stock, prepare and display merchandise for resale.**

**Refer vendors to the Assistant Director-Bookstore regarding product mix, merchandising schemes and stock turns; rotate perishable merchandise and advise the Assistant Director on the status of the perishables prior to any reordering.**

**Assist in preparation for and participate in physical inventory activities.**

**Assist in other retail activities as needed.**

**Assure that the Bookstore is maintained in a clean and orderly condition.**

**Perform related duties as assigned.**

September 13, 2004

Administrative Services – Human Resources - 73

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Principles and practices of training and providing work direction.**

**Cashiering procedures used with a point of sale and standard electronic cash register including; methods of maintaining cash register records; basic record keeping techniques performed in a retail operation including electronic and paper based documents.**

**Health and safety procedures and practices.**

**Sales procedures and practices including methods and techniques of displays, merchandising and managing stock-turn including perishable items.**

**ABILITY TO:**

**Oversee, train and provide work direction and guidance to cashiers and student workers.**

**Demonstrate interpersonal skills exercising tact, patience and courtesy.**

**Receive and resolve customer questions, issues and complaints.**

**Set up and/or close out cash registers.**

**Operate a computer.**

**Operate a cash register, make change and process refunds and exchanges.**

**Verify checks and process credit card purchases.**

**Process special program transactions.**

**Learn, apply and explain policies of Bookstore activities and operations.**

**Add, subtract, multiply and divide quickly and accurately.**

**Establish and maintain cooperative and effective working relationships with others.**

**Maintain routine records.**

**Communicate effectively orally and in writing.**

**Apply basic merchandising techniques and practices.**

**Understand and follow oral and written instruction.**

**Read and understand Basic English.**

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school or a GED equivalency certificate and two years of retail sales experience involving cashiering duties. Experience in a convenience store, the snack food industry or a college Bookstore environment desirable.**

**LICENSES AND OTHER REQUIREMENTS:**

**Valid California driver's license.**

**WORKING CONDITIONS:**

**Retail, customer service oriented environment.**

**May work in varied locations on campus.**

**Frequent interruptions.**

**Extensive interaction with others.**

**September 13, 2004**

**Administrative Services – Human Resources - 74**

**B**

**Working in a fast pace retail operation.**

**Required overtime during peak periods.**

**Flexible work hours.**

**Use legs, arms and back to lift items.**

**Dexterity of hands and fingers to operate a cash register or operate a computer.**

**Stand or sit for extended periods of time.**

**Reach overhead, above the shoulders and horizontally; bend at waist, kneeling and crouching.**

**Hear and speak to exchange information.**

**Classified Salary Range 23**

**Revised and Board Approved: September 13, 2004**

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: PROJECT SPECIALIST**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of complex, specialized assignments requiring a high degree of technical knowledge, skill and independent judgment.

**REPRESENTATIVE DUTIES:**

**Perform and conduct a variety of research, reporting and statistical functions.**

Organize, evaluate and compile data for various governmental agencies.

Design, develop and revise policies, administrative procedures, forms and manuals as directed.

Audit, compile and maintain documentation for District fiscal/program related matters.

Maintain and update a variety of fiscal/program related records Prepare federal and State reports as assigned.

Assist in the design and maintenance of computer applications.

Coordinate and assist with a variety of projects.

Organize data for statistical computations as necessary in producing statistical reports.

**Exercise independent judgment regarding reliability and consistency of data gathered for reports, analysis and evaluations.**

Assist and cooperate with assignments from other divisions as necessary.

Assist with various office clerical and secretarial functions.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Research methods and techniques.

Advanced report writing methods and techniques.

Statistical record-keeping, report writing, structure and formats.

Modern electronic office equipment such as computers, word processors and calculators.

Oral and written communication skills.

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

Laws, rules, regulations involved in assigned activities.

**ABILITY TO:**

**Perform and conduct a variety of research, reporting and statistical functions at a paraprofessional level.**

**Organize, evaluate and compile data for various governmental agencies.**

**Design, develop and revise policies, administrative procedures, forms and manuals.**

**Audit, compile and maintain documentation for District fiscal/program related matters and maintain a variety of fiscal related records.**

Operate on-line terminal, PC and other modern office equipment.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

**Analyze situations accurately and adopt an effective course of action.**

**Understand and work within scope of authority.**

Learn department and program objectives and goals.

Exercise tact and discretion when interacting with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college level training in accounting or related field and three years increasingly responsible fiscal, statistical and clerical office experience.

**WORKING CONDITIONS:**

Extensive computer work.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone

Sit for extended periods of time.

High volume telephone usage.

Classified Salary Range 32

Revised and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: COMPUTER LAB SPECIALIST**

**BASIC FUNCTION:**

Under the direction of a supervisor, dean, or director, is responsible for the day-to-day operations of a computer lab facility.

**REPRESENTATIVE DUTIES:**

Recruit, coordinate and oversee the work of student workers and temporary personnel assigned to assist faculty and students in computer laboratories.

Maintain records for license agreements. Implement the review of software used on the network and in computer laboratories to ensure usage is within copyright guidelines.

Coordinate repairs and updates with the District's Help Desk, Computer System Support Technicians and vendors.

Monitor and maintain physical and data security measures for assigned lab equipment and facilities.

Perform level one basic service, operator maintenance and cleaning of lab computers and related equipment.

**\*Assist students and faculty with various software and hardware related questions.**

Install, configure, and maintain computer software.

Order supplies, materials, and equipment.

Maintain knowledge of current trends and developments in the computer fields.

Monitor lab usage and produces usage reports on a regular basis.

**Assist in development and implementation of goals, objectives, policies, and priorities for the computer labs.**

**\*President Fallo read in this change at the Board meeting.**

September 13, 2004

Administrative Services – Human Resources - 78**Computer**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Extensive software application knowledge, including MS Office and other commonly used programs.**

**Current trends and technology in the fields of computers and computer aided education.**

Hardware and networking abilities.

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

Methods and practices of thorough financial and statistical record-keeping techniques.

**ABILITY TO:**

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Organize day-to-day operations of specific area.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Instruct students in proper usage of PCs and software.

**EDUCATION AND EXPERIENCE:**

Must have an Associate Degree and three years of relevant experience or equivalent combination of education and related experience.

**WORKING CONDITIONS:**

**Typical office and/or computer lab setting.**

Extensive computer work.

Long periods of standing and sitting.

Lift and carry up to 25lbs.

Move from one work area to another as needed.

Classified Salary Range 36

Revised and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 79

**September 13, 2004**

**Administrative Services – Human Resources - 80**

September 13, 2004

Administrative Services – Human Resources - 81

**CLASS TITLE: EXERCISE TEST TECHNICIAN**

**BASIC FUNCTION:**

**Under the direction of the Dean and the instructor assigned to the Exercise Science Laboratory, conduct evaluations of cardiorespiratory fitness, muscle function, body composition and flexibility, sport-specific performance assessments and tests of physical performance in older individuals..**

**REPRESENTATIVE DUTIES:**

Administer submaximal and maximal cardiopulmonary exercise tests using treadmill or other forms of ergometry, such as rowing and stair climbing using open circuit calorimetry and electrocardiography.

Perform screening assessments including collection of medical and exercise history, cardiovascular disease risk factors, resting 12-lead ECG and blood pressure.

Assess body composition through hydrostatic weighing and anthropometric techniques.

Evaluate muscle function including strength, power and local muscle fatigue using a variety of resistance devices and specialized power assessment instruments..

Maintain laboratory equipment including regular validation, calibration and preventative maintenance of fully automated metabolic measurement system, discrete electronic gas analyzers, electrocardiographic equipment, electronic digital scale used in hydrostatic weighing, treadmill, electrically braked and friction braked cycle ergometers and other related equipment..

Oversee and schedule student technicians and maintain laboratory facility.

Schedule and perform appropriate fitness assessments on students, faculty, staff and community individuals.

Prepare fitness profile reports. Assist in the development of participant exercise prescriptions.

Maintain electronic database of all fitness test data and program participants.

Prepare inventories of equipment and supplies; advise and assist in purchase of supplies and equipment.

Assist in community service work including public speaking.

September 13, 2004

Administrative Services – Human Resources - 82

Participate in approved research as needed.

**Perform related duties as assigned.**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Use, maintenance, storage, inventory and purchase of equipment and supplies ~~used in a comprehensive exercise physiology laboratory used for adult fitness programs.~~  
~~Interpersonal skills using tact, patience and courtesy.~~

**ABILITY TO:**

Effective use open circuit calorimetry, hydrostatic weighing, anthropometric and muscle testing equipment .in conducting fitness assessments across a broad range of individuals ranging from high performance athletes to severely deconditioned, older individuals.

Effectively use computing skills including proficiency in Microsoft Word, Excel and PowerPoint; familiarization with email programs such as Microsoft Outlook; experience with Internet searching.

Establish and maintain cooperative and effective working relationships with others.

Accept flexible assignments including evenings and weekends.

Understand and carry out oral and written directions.

Provide work direction to others as required.

Work independently with maximum of initiative.

Speak effectively to civic groups and promote the adult fitness program.

**EDUCATION AND EXPERIENCE:**

Bachelor of Science or Bachelor of Arts in Exercise Science or a related field, e.g., Kinesiology, Physical Education. At least 6 months experience in conducting fitness assessments.

**LICENSES AND OTHER REQUIREMENTS:**

A.C.S.M. Health/Fitness Instructor or Exercise Specialist certification is desirable.

**WORKING CONDITIONS:**

Move from one location to another.

Standing and sitting for long periods of time.

Use and maintain sensitive instruments.

Hand, wrist and finger dexterity.

Classified Salary Range 31

Revised and Board Approved September 13, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE:           PROGRAMMER ANALYST**

#### **BASIC FUNCTION:**

**Under the direction of an** Information Technology administrator, analyze, design, write and validate computer systems, subsystems, and programs; review maintain, test, and modify existing systems and programs as necessary to meet user requirements; develop specifications, code, procedures, testing methods, scripts, and other associated programs for the District's administrative information system.

#### **REPRESENTATIVE DUTIES:**

Analyze, design, code compile and implement structured computer programs using online programming languages, case tools, and other appropriate software programs and systems.

Prepare programs, scripts, and procedures that will satisfy state and federal reporting requirements.

Evaluate, install, support and manage third party software used in conjunction with the district's administrative information system.

Initialize and/or closeout term files, databases, and tables used by end-users in their assigned areas.

Develop, in conjunction with the Business Systems Analyst, training materials for end-users for developed or modified programs and/or systems.

Review and adapt Colleague programs to improve efficiency, to correct faulty logic, or to correct procedural problems.

Consult with users to determine systems requirements and program objectives.

Produce systems and program documentation and procedures.

Maintain security of application systems and confidentiality of data.

September 13, 2004

Administrative Services – Human Resources - 84

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Database functions and structure;

A structured programming language such as COBOL in an online, database environment.

Rapid application development tools (e.g. Microsoft Access)

Case tools usage.

Structured query language.

Technical and functional specifications and their application in structured programming.

Application design and analysis.

Principles and techniques of systems planning and programming.

Concepts and specifics of database management information systems and technology.

Tools and techniques for designing cost effective UNIX, Web, Telephony, and distributed systems.

**ABILITY TO:**

Demonstrate proficiency using standardized programming languages.

Analyze user needs, develop technical specifications, write and debug effective and efficient systems and programs.

Reason logically.

Analyze alternative approaches and develop effective programming solutions.

Code and debug complex software systems.

Effectively train peers and end users on new programs and procedures.

Operate computers and peripheral equipment including terminals, mass storage back up, printers, and telephone registration systems.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Prepare clear, complete and concise reports and records.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, and cultural, disability and ethnic backgrounds of community college students and staff.

Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to an Associate degree in computer information systems (CIS), computer science, management information systems, or related field and four (4) years programming experience using a structured programming language such as COBOL.

**WORKING CONDITIONS:**

Standard office setting

Extensive computer work - will look at a computer monitor for extended periods of time.

**Programmer Analyst (continued)**

**Page 4**

Must be able to carry up to 25 lbs.  
Will move from one work area to another as needed.  
May sit and stand for long periods of time.

Classified Salary Range 46  
Revised and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 87

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ASSESSMENT/TESTING CENTER ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized and general clerical and office support duties in support of the District's Assessment/Testing Center programs, functions, and office. Provide quality customer service in a multi-culturally diverse environment and do other related work as required.

**DISTINGUISHING CHARACTERISTIC:**

The Assessment/Testing Center Assistant is assigned specialized duties in addition to general clerical work of average difficulty. In addition to performing duties similar to Clerical Assistants in the Center, the Assessment/Testing Center Assistant is assigned additional higher-level duties including troubleshooting computer software problems and performing minor computer maintenance on computers and servers in the computerized testing lab. Clerical Assistants in the Center must have a basic understanding of the computer system and have the ability to troubleshoot basic problems. Positions allocated to the Assessment/Testing Center Assistant class, however, have expanded responsibilities beyond this basic point. In addition, positions allocated to this level conduct on-line placement test sessions at various high schools.

**REPRESENTATIVE DUTIES:**

Participates in coordinating and conducting hands-on training for the College's outreach counselors and recruiting staff to administer on-line placement tests at various high schools.

Conduct on-line placement test sessions at various high schools; evaluate available computer and network equipment to determine compliance with minimum system requirements; set-up available personal computers or administration of the on-line testing; instruct students in correct procedures and proper usage of PCs and software.

Provide assistance to students during the exam; troubleshoot general software, personal computer, and network related problems throughout exam administration; consult with on-site network administrator/technician to resolve personal computer and network related problems.

Interpret and explain placement test results and course qualifications to each student; answer student questions regarding admission/matriculation requirements and available services at El Camino Community College District ; edit and compile student placement test records for on-line testing sessions.

~~Administer, proctor, and maintain records of various assessment instruments for paper-pencil based group examinations as well as computerized testing on a network of computers at the assessment/Testing center; sign-up students to take exams; provide assistance and instruct students on correct procedures for completion of computerized exams and on assessment test forms for paper and pencil exams.~~

Prepare and maintain test records and score rosters; generate assessment related statistical data.

Score paper and pencil exams; prepare result cards according to established procedures.

Troubleshoot routine computer software problems and perform minor computer maintenance on computers and servers in computerized testing lab; generate computerized reports from network server; edit and create student databases.

Assist with the selection, training, and oversight of non-certificated temporary employees.

Perform a full range of general clerical duties in support of assigned operations and programs; post information to operational, business, and student records; type, screen, proofread, and duplicate a wide variety of documents; receive, sort and route mail; sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Answer the telephone and perform receptionist duties including assisting students, faculty, staff, and the general public; provide information and refer callers and visitors to appropriate personnel and offices as required.

Make basic mathematical calculations in the performance of duties.

Operate standard office equipment including a typewriter, personal computer, copier, and other office equipment.

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Testing instruments and procedures including computerized placement testing software.

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

Basic computer network operating systems.

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

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

Receptionist and telephone techniques and etiquette.

**ABILITY TO:**

Perform a variety of specialized and general clerical work of average difficulty involving the use of independent judgment and personal initiative.

Understand the organization, operation, and services of the Assessment/Testing Center and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

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

Troubleshoot routine computer network, hardware, and specialized software problems.

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

Train staff in the use of applicable software applications.

Accurately keyboard, type and proof work.  
Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.  
Compile, generate, formulate, and organize assessment related data for various institutional uses as well as for non-campus sources.  
Plan and organize work to meet changing priorities and deadlines.  
Respond to requests and inquiries from the general public.  
Meet critical deadlines while working with frequent interruptions.  
Work independently in the absence of supervision.  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.  
Understand and follow oral and written instructions.  
Operate a variety of office equipment such as a typewriter, computer terminal, calculator and copier.  
Follow oral and written direction.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school supplemented by specialized or college level course work related to area of assignment and two years of clerical experience performing duties similar to those described above or any combination of training, education, and experience that would provide the desired knowledge and ability to carry out successfully the assignments of the position.**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.  
Some travel may be required.  
Hand and finger dexterity to operate various office equipment.  
Extensive computer work  
Long periods of standing and sitting.  
Lift and carry up to 25 lbs.  
Move from one work area to another as needed.  
Extensive interaction with students and the general public

Classified Salary Range 26

Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources - 90

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**CLASS TITLE: FINANCIAL AID ASSISTANT**

**BASIC FUNCTION:**

Under the general supervision of an assigned supervisor, perform a variety of routine technical and general clerical and office support duties in support of the District's Financial Aid programs, functions, and office. Provide quality customer service in a multi-culturally diverse environment and do other related work as required.

**DISTINGUISHING CHARACTERISTIC:**

The Financial Aid Assistant is assigned routine technical duties in addition to general clerical work of average difficulty. Positions assigned to the Financial Aid Assistant classification are distinguished from the Clerical Assistant class in that positions assigned to Financial Aid Assistant are required to obtain a breadth of knowledge necessary to assist students at the front counter, to assist their assigned Financial Aid Advisor, and to support their assigned program area.

**REPRESENTATIVE DUTIES:**

Serve as assistant to a Financial Aid Advisor with specific financial aid programs.

Receive and review incoming documents for completeness, accuracy, and signature; make determinations regarding any documents necessary to complete the file; input documents received.

Prepare Satisfactory Academic Worksheet; assist with satisfactory academic progress reviews.

Print El Camino College transcripts and ISIRS using institutional and Federal software.

Request additional documents if student is selected for verification and resolve "C" codes. Utilize various websites and other resources to assist advisors and students to resolve "C" codes.

Provide information to students, parents, the campus community, and other institutions regarding financial aid policy and procedure.

**Assist with workshops on campus and at local high schools; participate in orientations; assist with the preparation of Financial Aid office workshops, seminars and orientations.**

Perform a full range of general clerical duties in support of assigned operations and programs; post information to operational, business, and student records; type, screen, proofread, and duplicate a wide variety of documents; receive, sort and route mail; sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Answer the telephone and perform receptionist duties including assisting students, faculty, staff, and the general public; provide information and refer callers and visitors to appropriate personnel and offices as required.

Compile, list, and summarize information for review by supervisor; prepare routine or recurring reports according to established procedures.

Perform basic mathematical calculations in the performance of duties.

Operate office equipment including a typewriter, personal computer, scanner, copier, and other office equipment.

**Perform other related duties as assigned.**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Federal financial aid software including Datatel and EDEExpress.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Receptionist and telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Applicable Federal, State, and institutional regulations, requirements, and procedural guidelines pertaining to governmentally funded programs and documents for student financial assistance.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Perform a variety of technical and general clerical work of average difficulty involving the use of independent judgment and personal initiative.
- Understand the organization, operation, and services of the Financial Aid Office and of outside agencies as necessary to assume assigned responsibilities.
- Understand and apply administrative and departmental policies and procedures.
- Understand Federal Pell Grant, FSEOG, and Federal Work Study requirements.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Accurately keyboard, type and proof work.
- Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
- Plan and organize work to meet changing priorities and deadlines.
- Respond to requests and inquiries from the general public.
- Meet critical deadlines while working with frequent interruptions.
- Work independently in the absence of supervision.
- Exercise good judgment.
- Maintain confidentiality in handling critical, sensitive information, records and reports.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment such as a typewriter, computer terminal, calculator and copier.

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school, GED or California Proficiency Exam (CPE) and two years of front office, customer service, and clerical experience performing duties similar to those described above or any combination of training, education, and experience that would provide the desired knowledge and ability to carry out successfully the assignments of the position.**

**WORKING CONDITIONS:**

Typical office setting.  
Hand and finger dexterity to operate various office equipment.  
Extensive computer work  
Long periods of standing and sitting.  
Lift and carry up to 25 lbs.  
Move from one work area to another as needed.

**Classified Salary Range 24**  
**Board Approved: September 13, 2004**

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: COLLEGE POLICE OFFICER**

**DEFINITION:**

Under supervision, to perform law enforcement and crime prevention work; to protect college employees, students, and the general public; to patrol and safeguard college property, to maintain law and order, to do other work as required.

**REPRESENTATIVE DUTIES:**

Patrol campus buildings and grounds on foot, bike or by vehicle.

Answer calls for the protection of life, property, and the enforcement of local, county and state laws.

Protect individuals and control crowds during assemblies or disturbances.

Investigate and prepare written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace.

Gather evidence and interview witnesses.

Apprehend violators, testify in court as necessary.

Guard property against fire, theft, vandalism, and illegal entry.

Give information and direct the public.

Administer First Aid.

Assist in the orientation of District personnel regarding security measures.

May supervise other security personnel.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Investigative and law enforcement procedures.

Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies.

First Aid.

**ABILITY TO:**

Establish and maintain effective working conditions in a diverse multi-cultural and multi-ethnic educational environment.

Successfully complete a Peace Officer Standards and Training (P.O.S.T.) certified Peace Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic Certificate. Observe and remember names, faces, numbers, incidents, and places.

Assess situations and persons accurately.

Respond quickly and effectively in emergency situations.

September 13, 2004

Administrative Services – Human Resources - 94

Write accurate and comprehensive reports.  
Use and care for firearms.  
Establish and maintain cooperative relationships with those contacted in the course of work.  
Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.  
Learn law and ordinances relating to theft, burglary, arson, and malicious mischief and trespassing.  
Learn District and campus rules and regulations regarding security, safety and conduct.  
Interpret and follow oral and written instructions.  
Learn to write clear and concise reports.  
Learn to interview suspects, complainants and witnesses.  
Respond quickly and effectively in emergency situations.  
Analyze situation and adopt an effective course of action.  
Perform duties under scheduled working conditions.  
Accept direction from others willingly.  
Use restraint in enforcement.

**EDUCATION AND EXPERIENCE:**

Police Officer Trainee: High school diploma or G.E.D. certificate.  
Pre-Service: Graduation from a Peace Officer Standards and Training (P.O.S.T.) certified police academy.  
Community colleges that offer P.O.S.T. certified academy training in the intensive format, modular format or extended format are all acceptable.  
Lateral Entry: Possession of a P.O.S.T. Basic Certificate and one year full-time law enforcement experience.

**DESIRABLE QUALIFICATIONS:**

**Completion of sixty (60) college units or possession of an Associates degree is highly desirable.**  
**Attendance at a community college P.O.S.T. certified police academy is desirable.**

**PERSONAL CHARACTERISTICS:**

Demonstrate an interest in law enforcement; possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative and polite attitude in carrying out law enforcement duties; ability to remain calm and maintain order in emergency or threatening situations.

**LICENSES AND SPECIAL REQUIREMENTS:**

Obtain a Basic Certificate issued by the State Commission on Peace Officers Standards and Training within one year after appointment date.  
Meet specific physical, psychological and medical requirements established by the College.  
Possess a valid Class “C” California Driver’s license.  
U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.  
Have reached 21<sup>st</sup> birthday at time of application.  
Successfully pass a physical agility test, an in-depth background investigation; psychological and polygraph examinations.  
Completion of sixty (60) college units or possession of an Associates degree is highly desirable.

**PHYSICAL REQUIREMENTS:**

Applicants must satisfactorily complete an in-depth medical examination. Applicants must be in good physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position.

VISION: At least 20/100 in each eye without correction, correctable to 20/30 in each eye.

COLOR VISION: Anything other than minor hue impairment is disqualifying.

HEARING: No greater than 25 dB loss in the better ear as average over the test frequencies of 500, 100, 2000 and 3000 HZ. In the case of questionable, unusual or borderline hearing loss, the applicant’s qualifications will be determined by a medical Doctor.

**TRAINING:**

The training program consists of academy coursework, on-the-job training exercise, and a review by the College Police Chief. Successful completion of the Police Training Academy is a requirement to be eligible for promotion to the position of Police Officer. Failure to maintain satisfactory progress during the training program or to satisfy the District or P.O.S.T. requirements for promotion to College Police Officer will end a candidate’s eligibility for participation in the program and employment with the District.

**SALARY PLACEMENT:**

A person hired as Police Trainee shall be paid a salary rate 10% below Step A of the Police Officer salary schedule. The Police Trainee shall be paid his salary from the first date of employment through the successful completion and graduation from a P.O.S.T. certified Police Academy.

**WORKING CONDITIONS:**

Sit in patrol car for long periods of time.  
Walk/move to various locations on campus.  
Run, jump, crawl, climb, bend, reach, stoop to perform duties.

**COLLEGE POLICE OFFICER (continued)**

**Page 4**

Lift and drag 165 pounds.

May be requested to work overtime for special events.

Use of weapons.

**Revised and Board Approved: September 13, 2004**

September 13, 2004  
September 13, 2004

Administrative Services – Human Resources - 98  
Administrative Services – Human Resources - 99

September 13, 2004

Administrative Services – Human Resources - 100

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**POSITION TITLE:           DIRECTOR OF NURSING**

**BASIC FUNCTION:**

Under the direction of the Dean of Health Sciences and Athletics, the Director of Nursing manages the District's Associate Degree Nursing Program; develops and administers Extended Nursing Programs and Partnership Programs; coordinate and facilitate movement of nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), the National League for Nursing Accrediting Commission (NLNAC), the Education Code of the State of California and provisions of the Nursing Practice Act.

**REPRESENTATIVE DUTIES:**

Provide a curriculum that meets the requirements mandated by the BRN; report changes in faculty positions. Supervise the submission of applications for students taking the state licensing exam (NCLEX-RN). Maintain secure files for faculty, students, curriculum, continuing education courses, and accreditation. Prepare reports needed for continued approval by the BRN and accreditation by the NLNAC. Provide a process for upward mobility of various health care providers.

Facilitate communication between the nursing program, the division office, and other areas on campus. Recommend persons for faculty and/or staff replacement. Plan and schedule semester nursing department classes. Plan, review and revise semester schedule of classes for nursing. Review and revise college catalog pertaining to nursing program each year. Coordinate and administer nursing department budget. Allocate resources of nursing budget to provide for optimum functioning of the nursing department. Provide requests for supplies, equipment, maintenance, and improvement of facilities in cooperation with the faculty and division Dean. Implement and coordinate the provision of any grants, including the Madden Endowment. Gather and share statistical data regarding nursing from governmental and non-governmental sources. Review proposed legislation affecting the healthcare professions and implement changes in laws and regulations. Communicate changes in State and Federal legislation affecting nursing to the appropriate persons.

September 13, 2004

Administrative Services – Human Resources - 101

Interpret and implement the administrative policies, rules, regulations, and recommendations of the college. Orient, guide, assign and assist with evaluating all nursing department staff. Compute faculty load and plan teaching assignments. Assist in resolving staff and/or student problems in the nursing program. Provide opportunities for in-service and conference attendance. Act as a resource for curriculum development and program evaluation. Recruit and maintain an active part-time and substitute instructor list.

Prepare evaluation summaries for graduating students as requested by employers. Assume the responsibility for placement of students into the appropriate class who may be returning, transferring, or seeking upward mobility. Coordinate and supervise the admission of students into the generic program. Assist with the recruitment of students.

Represent the college as required by the division dean, vice president of academic affairs or the college president. Articulate the nursing program with higher education institutions, the district high schools, health care agencies and other community organizations. Maintain an advisory committee for the nursing program, and serve as the chairperson or appoint a designee at all meetings.

**KNOWLEDGE AND ABILITIES:**

Plan, organize and administer the processes and operations of the District's Nursing Program, Extended Nursing and Partnership Programs.

Interpret, apply, and explain rules, regulations, policies and procedures.

Understand and practice the principles of administration and supervision.

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

Analyze situations accurately and adopt an effective course of action.

**EXPERIENCE AND EDUCATION:**

Requires a Master's degree or higher from an accredited college or university that includes coursework in nursing education or administration AND a minimum of one year's experience in an administrative position with direct responsibility for administrative decision-making process of the educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources; AND a minimum of two year's experience teaching in pre- or post-licensure nursing programs; AND at least one year's experience as a registered nurse providing direct patient care.

An academic year of two semesters or three quarters is the equivalent to one year's administrative experience. Pre-or post-licensure nursing programs include diploma, associate or baccalaureate and master's degree registered nursing programs.

**DESIRABLE QUALIFICATIONS:**

Knowledge of National League for Nursing Accrediting Commission standards and experience in a community college setting is preferred.

**LICENSES AND OTHER REQUIREMENTS:** Current registered nurse licensure in California or eligibility for reciprocity.

Valid California driver's license

**WORKING CONDITIONS:**

**May be required to drive to off-site locations.**

**Move from one work area to another.**

**Hand, wrist, finger dexterity to operate various office machines.**

**Lift and carry up to 25 pounds.**

Administrator Salary Schedule Range 14

Revised, Reallocated and Board Approved: September 13, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SUPERVISOR, TECHNICAL SERVICES**

#### **BASIC FUNCTION:**

Under the general supervision of the Director of Information Technology Services, this position is responsible for direct consultative support on information technology-based systems primarily in the areas of hardware resources, application software, multimedia, facilities design and network support. Plan, direct, and supervise the operations of the technology support center, Help Desk/Call Center, technical repair and operational support staff. The supervisor provides leadership in technology consulting, project management, resource management and delivery of services.

#### **REPRESENTATIVE DUTIES:**

Develop standard specifications for personal computer hardware and software to ensure system and procedural integrity and compatibility.

Develop long-range strategy and plan for the District's personal computer hardware and software, ensuring flexibility to respond to technology changes - maximizing savings on PC hardware acquisitions while minimizing financial and technological risks.

Provide consultative support and services to the user community to ensure problem resolution, system and data access, and optimal system performance.

Review requests for personal computer needs and ensure that acquisitions and replacements are congruent with District-wide personal computer strategy. Provide consulting support for the college's hardware and software needs and develop and implement customer service and support policies and procedures, as well as feedback mechanisms to ensure the highest quality support.

Oversee operations of the Help Desk for personal computer, telecommunications and central operations.

Develop and implement performance measures to ensure customer focused service orientation as well as provide information for systems planning. This includes appropriate tracking and

September 13, 2004

Administrative Services – Human Resources - 104

reporting of customer requests and responses, as well as hardware and software performance and reliability.

Develop computer acquisition and replacement program that is compatible with the District's long range personal computer strategy and coordinate with the division's budget preparation process.

Direct the technicians and specialists responsible for personal computer installation, and repairs. Support and oversee the daily operations of the Technical Services Unit.

Direct the specialists, temporary personnel and student workers assigned to support computer labs and oversee the daily operation of designated computer lab facilities.

Research available products and systems and recommend alternatives to meet identified needs.

Participate in needs assessments and evaluate potential purchases for compatibility with existing systems.

Assist in the development of user documentation, guides, outlines, and technical publications.

KNOWLEDGE OF:

Information technology hardware, software, and related systems in an enterprise environment  
Educational technology, multimedia environments and delivery systems  
Help Desk/Call Center operations and administration  
System utilities, features, installation, maintenance procedures and diagnostic techniques  
Facilities design and electrical systems integration  
Concepts, practices and procedures of supervision and leadership  
Data communications processes and network design  
Database management  
Network security configuration, tools and hardware

ABILITY TO:

Demonstrate interpersonal and communication skills in working with users to interpret and provide appropriate solutions.  
Establish departmental priorities, policies and procedures.  
Maintain materials, budgets, inventory and technical references.  
Develop and maintain cooperative working relationships with others.  
Develop plans and budget for support services responsibilities.  
Plan, organize and direct the work of others.  
Communicate effectively, orally and in writing to assimilate and understand information in a manner consistent with the essential job functions.  
Make sound decisions in a manner consistent with the essential job functions.  
Lift and carry up to 25 pounds.  
Withstand considerable pressure and follow an activity, project, or plan of action from inception through implementation.  
Prioritize workload.  
Analyze technical problems and do abstract problem solving.

**EXPERIENCE/EDUCATION:**

Any combination of experience and education that is the equivalent to an Associate degree in a related field and four years of increasingly responsible experience in support center management, microcomputer installations and repairs and supporting computer laboratories;

Experience with implementation and administration of client server/configurations and with Local Area Network and Wide Area Network architecture and implementation, including associated activities is preferred. Supervisory or lead capacity experience is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Drivers License

**WORKING CONDITIONS:**

May be required to drive to offsite locations.

Extensive computer work.

Use hands, wrists and fingers to operate various office machines.

Interact with a variety of individuals.

Move from one work area to another.

Supervisors Salary Range 35

**Revised, Reallocated and Board Approved: September 13, 2004**

**September 13, 2004**

**Administrative Services – Human Resources - 107**

**CLASS TITLE: HUMAN RESOURCES TECHNICIAN III**

**CONFIDENTIAL STATUS:** This is a confidential position as defined in the Government Code, Section 3540.1. “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.

**BASIC FUNCTION:**

Under the direction of a Human Resources Administrator, coordinate overall direction, monitoring and support to Human Resources automated systems. These systems include the District’s Colleague Program and Los Angeles County Office of Education HRS System. Additionally this position is required to perform tasks to facilitate applicant tracking; certificated and classified employment processing and coordination of the retirement function. Prepare mandated and other operational reports, including Board Agenda items for certificated or classified actions.

**DISTINGUISHING CHARACTERISTICS:**

The Human Resources Technician III coordinates more complex programs and activities and provides work direction and guidance to others on office-wide automated systems. The Human Resources Technician II coordinates office programs and activities requiring understanding of human resources concepts including responsibility for District-wide programs. The Human Resources Technician I provides clerical and technical support to major programs and maintains employee records and files.

**REPRESENTATIVE DUTIES:**

Oversee the use and applications of automated systems including Los Angeles County Office of Education Human Resources System (HRS), District’s colleague system and applicant tracking; provide training to Human Resources staff; troubleshoot operating problems regarding Human Resources software.

Monitor and maintain data in all human resources related information systems.

Coordinate recruitment document processing for certificated or classified positions; process requests for new personnel; organize materials for paper screening; generate data regarding recruitments.

Remain current on new developments regarding software; provide for proper communication and training for revised systems, input procedures or output regarding automated systems.

Process new employees according to established procedures.

Set up and maintain employee files and records.

Provide information and assistance in person or on the telephone to district personnel; staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.

Serve as technical resource person regarding information on minimum qualifications, faculty service hours and instructor eligibility.

Process HRS input specifically for certificated or classified employees; oversee input to the system by other employees, reviewing for accuracy and timeliness.

Create or order reports upon request.

Prepare, review, monitor and assure accuracy and timeliness of Board agenda items required to authorize personnel actions.

Prepare negotiation and grievance materials for employee bargaining units.

Assure integrity of databases for each automated system; monitor input and output.

Establish and assure accuracy of HRS tables, codes and input guidelines.

Prepare certificated or classified job announcements; provide for advertising of positions and distributing of announcements; prepare packets.

Process employee status reports for classified employees on a timely basis assuring proper authorization, salary and other codes.

Prepare all full-time academic contracts.

Perform special projects over a broad range of Human Resources activities at the request of supervisors involving data gathering and analysis, report generation, and recommendations for action as appropriate.

Coordinate and assist in projects, programs and activities as assigned.

Perform related duties as assigned.

September 13, 2004

Administrative Services – Human Resources - 109

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

HRS and applicant tracking software applications and operation of a computer.  
Principles of training and providing work direction in the proper operation of automated systems.  
Methods, practices, terminology and procedures used in the Human Resources Division.  
Recruitment, placement and processing of employees.  
Applicable sections of State Education Code and State and federal laws, codes and regulations.  
concerning employee recruitment, placement and record-keeping.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
District organization, operations, policies and objectives.  
Modern office practices, procedures and equipment.

**ABILITY TO:**

Coordinate overall direction, monitoring and support to Human Resources automated systems .  
Provide support for processing employment-related data.  
Coordinate certificated recruitment function.  
Prepare Board Agenda items for certificated or classified actions.  
Process new employees according to established procedures.  
Assure compliance with District, County, State and federal regulations and guidelines  
concerning assigned human resources functions.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Prepare and maintain confidential personnel records and files.  
Provide information and assistance to employees, supervisors, visitors and others.  
Operate a variety of office equipment including a computer terminal.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Work independently with little directions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work and four years experience in a human resources activity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment  
Subject to constant interruptions

Dexterity of hands and fingers to operate office equipment

May sit for extended periods of time using a personal computer.

Hear and speak to exchange information on the telephone or in person.

Lift up to 25 lbs.

May be exposed to confrontational situations when explaining or implementing District or departmental policies, procedures, and/or state and federal laws.

Confidential Salary Range 9

Revised, Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EMPLOYEE RELATIONS SPECIALIST**

~~CONFIDENTIAL STATUS: This is a confidential position as defined in the Government Code, Section 3540.1. "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer's employer-employee relations.~~

**BASIC FUNCTION:**

**Under the direction of the Assistant Director-Human Resources, administer the employee benefits program including health, dental, vision, life insurance, Tax Shelter Annuities, Section 125 - Reimbursement Program, catastrophic illness, open enrollment processing, and COBRA; assist with the classified employee relations functions.**

**REPRESENTATIVE DUTIES:**

Administer employee benefits including health, dental, vision, life insurance, Tax Sheltered Annuities, Section 125 - Reimbursement Accounts, catastrophic illness/injury leave and COBRA program.

Provide support for the Assistant Director-Human Resources in the area of employee relations.

Administer the open enrollment procedures and correspondence with carriers and administrators with the plan.

Conduct pre-retirement counseling for PERS and/or STRS; conduct exit interviews for terminating and retiring employees for transition of benefit options.

Consult with employees and their families regarding death claims.

Coordinate communication with other District departments and personnel, insurance companies, health organizations and governmental agencies; maintain communication with retired employees regarding benefits; prepare correspondence or receive and make telephone calls to obtain, verify and provide information as necessary.

Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.

Prepare and maintain a variety of records, files and reports related to District benefits.

Prepare negotiation and grievance materials for employee bargaining units.

Perform related duties as assigned.

September 13, 2004

Administrative Services – Human Resources - 112

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Employee benefit and insurance programs and procedures.

Payroll functions and processing

Policies and laws necessary to process benefit-related documents.

Modern office practices, procedures and equipment.

Laws, rules and regulations related to assigned activities.

Demonstrate interpersonal skills using tact, patience and courtesy.

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

Oral and written communication skills.

Record-keeping techniques.

Telephone techniques and etiquette.

Human Resources Systems and general software applications and operations of a computer,  
including word processing and data base or spreadsheet software application programs.

**ABILITY TO:**

Quickly learn the campus organization and applicable operations, policies and procedures.

Administer the employee benefits program for the District

Provide a variety of technical information and assistance to employees regarding benefits programs.

Perform responsible secretarial and clerical work with speed and accuracy.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Understand and follow oral and written directions.

Operate a variety of office equipment including a computer terminal.

Work independently with little direction.

Maintain complex records and prepare reports.

Utilize appropriate software to facilitate duties of the position.

Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school supplemented by courses in insurance or a related field, and four years increasingly responsible experience in comprehensive benefits administration, employee relations support services or related field.**

**LICENSES AND OTHER REQUIREMENTS:**

**Valid California driver's license**

**WORKING CONDITIONS:**

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

High volume telephone usage.

May be exposed to hostile or confrontational situations when explaining or implementing departmental or campus policies, procedures, or state and federal laws.

Confidential Salary Range 8

Revised and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: HUMAN RESOURCES TECHNICIAN II**

~~CONFIDENTIAL STATUS: This is a confidential position as defined in the Government Code, Section 3540.1. "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer's employer-employee relations.~~

**BASIC FUNCTION:**

Under the direction of a Human Resources Administrator, coordinate certificated HRS processing and the classified and/or certificated recruitment function; process new employees; coordinate specific programs.

**DISTINGUISHING CHARACTERISTICS:**

The Human Resources Technicians II coordinates office programs and activities requiring greater understanding of human resources concepts including responsibility for District-wide programs. The Human Resources Technician III coordinates more complex programs and activities and provides work direction and guidance to others on office-wide automated systems. The Human Resources Technician I provides clerical and technical support to major programs and maintains employee records and files

**REPRESENTATIVE DUTIES:**

Coordinate the recruitment activities with respect to certificated or classified positions; process requests for new personnel; assure accuracy of data and proper approvals.

Provide information and assistance in person or on the telephone to District personnel, staff, and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.

Process and input a variety of personnel actions to HRS; assure timely and accurate input.

Draft and seek approval of job announcements; advertise classified or certificated openings; mail job announcements; prepare recruitment files; prepare applications for screening; close files once selection is made.

Input applications and other data; screen applications for specific characteristics; maintain files; and generate EEO information.

Monitor applicants using applicant tracking system; communicate issues or discrepancies and resolve as necessary.

Process new employees according to established procedures.

Prepare negotiation and grievance materials for employee bargaining units, as assigned.

Coordinate District programs as assigned.

Perform special projects within assigned areas of responsibility; prepare reports.

Provide reports for the Human Resources Division as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in the Human Resources Department.

Recruitment, placement and processing of classified employees.

Applicable sections of State Education Code and State and Federal laws, codes and regulations concerning employee recruitment and placement.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

HRS and applicant tracking software applications and operation of a computer.

**ABILITY TO:**

Coordinate certificated HRS processing and the classified recruitment function.

Process new employees according to established procedures.

Coordinate programs.

Assure compliance with District, County, State and Federal regulations and guidelines concerning assigned human resources functions.

Interpret, apply and explain rules, regulations, policies and procedures.

Prepare and maintain confidential personnel records and files.

Provide information and assistance to employees, supervisors, visitors and others.

Operate a variety of office equipment including a computer terminal.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, supplemented by college-level course work and two years human resources experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment

Subject to constant interruptions

Dexterity of hands and fingers to operate office equipment

May sit for extended periods of time using a personal computer

Hear and speak to exchange information on the telephone or in person.

Lift up to 25 lbs.

May be exposed to confrontational situations when explaining or implementing District or departmental policies, procedures and /or state and federal laws.

Confidential Salary Range 6

Revised, Reallocated and Board Approved: September 13, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT  
**CLASS TITLE:                   HUMAN RESOURCES TECHNICIAN I**

***CONFIDENTIAL STATUS:** This is a Confidential position as defined in the Government Code, Section 3540.1 (c). “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.*

**BASIC FUNCTION:**

**Under the direction of the Assistant Director of Human Resources, perform technical and clerical support duties in the areas of employee benefits, automated systems and maintenance of personnel records and files, and the preparation of related reports; HRS processing of benefits; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters; coordinate assigned District wide programs and activities, as assigned.**

**REPRESENTATIVE DUTIES:**

**Perform a variety of technical and clerical duties related to the automated systems such as HRS and ACES and processing of benefits.**

**Coordinate specialized Human Resources activities such as professional growth, educational reimbursement, performance review, attendance incentive and others.**

**Input data to HRS and ACES systems regarding employee benefits and medical information; input changes to coverage and status.**

**Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.**

**Assist in the orientation of new employees regarding communication of employee benefit plans and options; fingerprinting activities and scheduling of tuberculosis tests and pre-employment physical examinations.**

**Participate in resolving employee complaints regarding health benefits; gather data and documentation on issues related to health benefits; apprise supervisor of employee complaints and concerns needing resolution.**

**Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verify and post information as necessary to assure completeness and accuracy.**

**Send COBRA notification to employees who resign, retire or are terminated.**

Maintain employee files including health test data; maintain a variety of reports, lists and program files.

Process unemployment insurance forms and activities to assure fair and timely response to claimants; follow-up on claims processed; maintain related files.

Prepare, distribute, receive, record and maintain files of new hire paperwork for establishment of personnel file including transcripts and other information; screen for completeness and enter data into the information system and file.

Process new employees according to established procedures.

Compose and type letters, memorandum, lists and other materials according to established procedures.

Prepare negotiations and grievance materials for employee bargaining units, as assigned.

Provide assistance and support to Employee Relations Specialist on benefits related issues.

Assist in preparation of personnel related items that are to be submitted to the Board.

Provide receptionist support to the office counter as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Methods, practice, terminology and procedures used in the Human Resources Division.

District organization, operations, policies and objectives.

Record-keeping techniques.

Applicable sections of State Education Code and other state and federal laws, codes and regulations concerning employee benefits and record maintenance.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

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

Interpersonal skills using tact, patience and courtesy.

HRS software applications and operation of a computer.

**ABILITY TO:**

Perform technical and clerical support duties in the areas of employee benefits, automated systems and maintenance of personnel records and files, and the preparation of related materials.

Coordinate specific programs such as professional growth, educational reimbursement and

**performance review.**

**Prepare and maintain confidential personnel records and files.**

**Assure compliance with district, county, state and federal regulations and guidelines concerning**

**Provide information and assistance to employees, supervisors, visitors and others.**

**Learn and apply rules, regulations and related procedures.**

**Communicate effectively both orally and in writing.**

**Maintain records and prepare reports.**

**Operate a variety of office equipment including a computer terminal.**

**Proof work for accuracy.**

**Establish and maintain cooperative and effective working relationship with others.**

**Meet schedules and time lines.**

**Understand and follow oral and written directions.**

**Maintain complex records and prepare reports.**

**Work with discretion and confidentiality.**

**EXPERIENCE/EDUCATION:**

**Any combination equivalent to: graduation from high school and two years of office support experience. Experience within a human resources environment is preferred.**

**LICENSES AND OTHER REQUIREMENTS:**

**May require a valid California driver's license**

**WORKING CONDITIONS:**

**Office environment**

**Subject to constant interruptions**

**Dexterity of hands and fingers to operate office equipment**

**Sit for extended periods of time**

**Hear and speak to exchange information on the telephone or in person**

**Lift up to 25 lbs.**

**Confidential Salary Range Revised, Reallocated and Board Approved: September 13, 2004**

El Camino Community College District  
**Confidential Salary Schedule**

**Effective January 1, 2004**

|         |                                |      |      | STEP A | STEP B | STEP C | STEP D | STEP E |
|---------|--------------------------------|------|------|--------|--------|--------|--------|--------|
| 3 (24)  | 2906                           | 3057 | 3210 | 3375   | 3551   |        |        |        |
|         | Human Resources Assistant      |      |      |        |        |        |        |        |
| 4 (25)  |                                |      | 2984 | 3141   | 3293   | 3465   | 3647   |        |
|         | Human Resources Technician I   |      |      |        |        |        |        |        |
| 5 (26)  | 3057                           | 3210 | 3375 | 3551   | 3739   |        |        |        |
|         | Secretary                      |      |      |        |        |        |        |        |
| 6 (27)I |                                | 3141 | 3293 | 3465   | 3647   | 3823   |        |        |
|         | Human Resources Technician II  |      |      |        |        |        |        |        |
| 7 (28)  | 3210                           | 3375 | 3551 | 3738   | 3919   |        |        |        |
|         | Administrative Assistant I     |      |      |        |        |        |        |        |
| 8 (29)  | Employee Relations Specialist  |      |      | 3293   | 3465   | 3647   | 3823   | 4022   |
| 9 (30)  | Human Resources Technician III |      |      | 3379   | 3555   | 3742   | 3922   | 4127   |
| 10 (31) | Administrative Assistant II    |      |      | 3465   | 3647   | 3823   | 4022   | 4238   |
| 11 (33) | No Current Position            |      |      | 3647   | 3823   | 4022   | 4238   | 4455   |
| 12 (35) | Assistant to Vice President    |      |      | 3823   | 4022   | 4238   | 4455   | 4686   |
| 13 (44) | Assistant to Superintendent    |      |      | 4808   | 5066   | 5330   | 5609   | 5908   |

Longevity: Add \$75 per month to step after 20 years of service: \$150 per month to after 25 years of service.

Board Approved: January 20, 2004  
 Revised, Reallocated and Board Approved: September 13, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATIONS BY SERIES AND SALARY RANGE**

Revised January 20, 2004

**CLASSIFICATION**

**RANGE**

**BOOKSTORE SERIES**

|                                      |    |
|--------------------------------------|----|
| General Merchandise Buyer .....      | 39 |
| Buyer/Textbooks.....                 | 39 |
| Technical Assistant .....            | 29 |
| Textbook Buyer Assistant.....        | 27 |
| General Merchandise Buyer Asst ..... | 27 |
| Stockroom Lead.....                  | 27 |
| Lead Sales Associate .....           | 23 |
| Sales Assistant .....                | 19 |
| Stock Clerk .....                    | 22 |

**COMMUNICATIONS SUPPORT SERIES**

|  |    |
|--|----|
| Facilities Program Specialist .....              | 32 |
| Senior Printer .....                             | 32 |
| Public Information Technician/ Photographer..... | 29 |
| Printer .....                                    | 27 |
| Offset Operator .....                            | 24 |
| Offset Assistant.....                            | 19 |
| Reprographics Operator .....                     | 17 |

**INFORMATION TECHNOLOGY SERIES**

|   |    |
|---|----|
| Business Systems Analyst .....                | 49 |
| Research Analyst .....                        | 47 |
| User Support Analyst.....                     | 46 |
| Network Technician.....                       | 42 |
| Web Developer .....                           | 41 |
| Computer Systems Support Tech.....            | 40 |
| Information Systems Technical Specialist..... | 37 |
| Telecommunications Technician .....           | 37 |
| User Support Technician .....                 | 37 |
| Computer Lab Specialist II .....              | 36 |
| Computer Lab Specialist I .....               | 34 |
| Programmer Trainee .....                      | 33 |
| Help Desk Consultant .....                    | 30 |
| Data Entry Operator .....                     | 18 |

**FISCAL SERIES**

|                                   |    |
|-----------------------------------|----|
| Accounting Officer .....          | 39 |
| Senior Accounting Technician..... | 36 |

|                              |    |
|------------------------------|----|
| Fiscal Services Analyst..... | 33 |
|------------------------------|----|

**FISCAL SERIES (Con't)**

|                                  |    |
|----------------------------------|----|
| Project Specialist.....          | 32 |
| Lead Accounting Technician ..... | 32 |
| Accounting Technician II .....   | 32 |
| Accounting Technician .....      | 30 |
| Accounting Assistant III .....   | 28 |
| Accounting Assistant II .....    | 25 |
| Accounting Assistant I.....      | 22 |
| Assistant Accounting Clerk ..... | 15 |

**INSTRUCTIONAL SUPPORT SERIES**

|  |    |
|--|----|
| Assistive Computer Technology Specialist .....   | 41 |
| Trainer/Instructional Technology Specialist..... | 41 |
| Operations Officer - RITC .....                  | 39 |
| Lead Interpreter Specialist .....                | 38 |
| Electronics Technician II .....                  | 37 |
| Curriculum Advisor .....                         | 36 |
| Program Coordinator .....                        | 36 |
| Program Coordinator ESL Assessment .....         | 36 |
| Machine Tool Technician .....                    | 34 |
| Staff Interpreter .....                          | 34 |
| Accompanist - Piano .....                        | 32 |
| Career Services Advisor Disabled Students .....  | 32 |
| Music Education Specialist .....                 | 32 |
| Lab Technician II.....                           | 31 |
| Toolroom/Instructional Equipment Technician..... | 31 |
| Lab Technician I .....                           | 27 |
| Accompanist- Percussion.....                     | 27 |
| Toolroom/Instructional Equipment Attendant.....  | 24 |
| Instructional Assistant.....                     | 23 |
| Cosmetology Assistant .....                      | 19 |

**LIBRARY MEDIA SERIES**

|                                    |    |
|------------------------------------|----|
| Graphics Specialist .....          | 35 |
| Library Media Technician V.....    | 35 |
| Production Specialist II.....      | 35 |
| Library Media Technician IV .....  | 32 |
| Multi-Media Specialist .....       | 32 |
| Production Specialist I.....       | 32 |
| Library Media Technician III ..... | 28 |
| Library Media Technician II.....   | 26 |
| Library Media Technician I .....   | 24 |
| Library Media Assistant.....       | 22 |

**MAINTENANCE SERIES**

Lead Worker - Systems.....43  
Lead Worker - Services .....41  
Heating & A/C Mechanic .....39  
Electrician .....37  
Plumber .....37  
Auto & Equipment Mechanic .....36  
Cabinet Maker.....35  
Locksmith .....35  
Carpenter.....35  
Painter 35  
Welder35  
Skilled Trades Assistant .....28  
Lead Stock Clerk Shipping and Receiving .....26  
Pool Maintenance Worker .....26  
Stock Clerk .....22  
Lead Custodian .....21  
Mail Clerk .....20

**OPERATIONS SERIES**

Groundskeeper-Gardener II .....28  
Utility Worker .....23  
Groundskeeper-Gardener I .....22  
Delivery Driver .....20  
Custodian .....18

**HEALTH SCIENCES & ATHLETICS**

Senior Athletic Trainer .....37  
Athletic Trainer.....35  
Exercise Test Technician .....31  
Athletic Specialist .....29  
Athletic Assistant.....25  
Athletic and PE Attendant .....23  
Laundry Assistant .....12

**PERFORMING ARTS SUPPORT SERIES**

Stage Manager .....38  
Sound Technician .....36  
Promotion Specialist .....35  
Set Designer.....33  
Costume Technician.....31  
Event Specialist.....31  
Theater Technician .....31

**PERFORMING ARTS SUPPORT SERIES (con't)**

Promotion Assistant .....28  
Theater Assistant.....20

**PURCHASING & BUSINESS SERIES**

Buyer .....34  
Purchasing Assistant, Lead .....32  
Purchasing Assistant .....25

**SECRETARIAL & CLERICAL SERIES**

Administrative Assistant II .....31  
Administrative Assistant I .....27  
Police Services Technician .....25  
Secretary .....25  
Senior Clerical Assistant.....24  
Lead PBX Operator-Receptionist .....23  
Dispatch Clerk .....23  
Clerical Assistant .....20  
PBX Operator-Receptionist .....19  
Fine Arts Program Clerk.....17  
Clerk .....17  
Assistant Admissions & Records Clerk.....14

**STUDENT SERVICES SERIES**

Student Services Operations Officer.....39  
Operations Officer, F-1 Visa Program.....39  
Student Services Coordinator .....38  
CalWorks Case Management/Services Coord. ....36  
Instructional Services Advisor (DSPS).....36  
Financial Aid Advisor.....35  
Student Services Advisor .....35  
Evaluations Specialist .....33  
Student Services Specialist .....33  
CalWorks Job Development/Placement Advisor...32  
Admissions & Records Evaluations Advisor.....32  
Student Services Technician .....28

**SAFETY AND HEALTH SERIES**

Safety and Health/Workers Compensation Tech...30

**CHILD DEVELOPMENT CENTER SERIES**

Child Development Center Specialist.....32  
Dietetic Technician .....17

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**CLASSIFICATIONS BY SERIES AND SALARY RANGE**

Revised October 1, 2004

**CLASSIFICATION**

**RANGE**

**BOOKSTORE SERIES**

|                                      |    |
|--------------------------------------|----|
| General Merchandise Buyer .....      | 39 |
| Buyer/Textbooks.....                 | 39 |
| Technical Assistant.....             | 29 |
| Textbook Buyer Assistant.....        | 27 |
| General Merchandise Buyer Asst ..... | 27 |
| Stockroom Lead.....                  | 27 |
| Lead Sales Associate .....           | 23 |
| Sales Assistant .....                | 19 |

**COMMUNICATIONS SUPPORT SERIES**

|  |    |
|--|----|
| Facilities Program Specialist .....              | 32 |
| Senior Printer .....                             | 32 |
| Public Information Technician/ Photographer..... | 29 |
| Printer .....                                    | 27 |
| Offset Operator .....                            | 24 |
| Offset Assistant.....                            | 19 |
| Reprographics Operator .....                     | 22 |

**INFORMATION TECHNOLOGY SERIES**

|   |    |
|---|----|
| Business Systems Analyst .....                | 49 |
| Research Analyst .....                        | 47 |
| User Support Analyst.....                     | 46 |
| Network Technician.....                       | 42 |
| Web Developer .....                           | 41 |
| Computer Systems Support Tech.....            | 40 |
| Information Systems Technical Specialist..... | 37 |
| Telecommunications Technician .....           | 37 |
| User Support Technician .....                 | 37 |
| Computer Lab Specialist .....                 | 36 |
| Programmer Trainee .....                      | 33 |
| Help Desk Consultant .....                    | 30 |
| Data Entry Operator.....                      | 18 |

**FISCAL SERIES**

|                                   |    |
|-----------------------------------|----|
| Accounting Officer .....          | 39 |
| Senior Accounting Technician..... | 36 |
| Fiscal Services Analyst.....      | 34 |
| Project Specialist.....           | 32 |

**FISCAL SERIES (Con't)**

Lead Accounting Technician .....34  
Accounting Technician II .....34  
Accounting Technician .....32  
Accounting Assistant III .....30  
Accounting Assistant II .....27  
Accounting Assistant I.....24  
Assistant Accounting Clerk .....15

**INSTRUCTIONAL SUPPORT SERIES**

Assistive Computer Technology Specialist .....41  
Trainer/Instructional Technology Specialist.....41  
Operations Officer - RITC .....39  
Lead Interpreter Specialist .....38  
Electronics Technician II .....37  
Curriculum Advisor .....36  
Program Coordinator .....36  
Program Coordinator ESL Assessment .....36  
Machine Tool Technician .....34  
Staff Interpreter .....34  
Accompanist - Piano .....32  
Career Services Advisor Disabled Students .....32  
Music Education Specialist .....32  
Lab Technician II.....31  
Toolroom/Instructional Equipment Technician.....31  
Lab Technician I .....27  
Accompanist- Percussion.....27  
Toolroom/Instructional Equipment Attendant.....24  
Instructional Assistant.....23  
Cosmetology Assistant .....21

**LIBRARY MEDIA SERIES**

Graphics Specialist .....35  
Library Media Technician V.....35  
Production Specialist II.....35  
Library Media Technician IV .....32  
Multi-Media Specialist .....32  
Production Specialist I.....32  
Library Media Technician III .....28  
Library Media Technician II.....26  
Library Media Technician I .....24  
Library Media Assistant.....22

**MAINTENANCE SERIES**

Lead Worker - Systems.....43  
Lead Worker - Services .....41  
Heating & A/C Mechanic .....39  
Auto & Equipment Mechanic .....37  
Electrician .....37  
Locksmith .....37  
Plumber .....37  
Welder37  
Cabinet Maker.....35  
Carpenter.....35  
Painter 35  
Skilled Trades Assistant .....28  
Lead Stock Clerk Shipping and Receiving .....26  
Pool Maintenance Worker .....26  
Stock Clerk .....22  
Lead Custodian .....21  
Mail Clerk .....20

**OPERATIONS SERIES**

Groundskeeper-Gardener II .....28  
Utility Worker .....23  
Groundskeeper-Gardener I .....22  
Custodian .....20  
Delivery Driver .....20

**HEALTH SCIENCES & ATHLETICS**

Senior Athletic Trainer .....37  
Athletic Trainer.....35  
Exercise Test Technician .....31  
Athletic Specialist .....29  
Athletic Assistant.....25  
Athletic and PE Attendant .....23  
Laundry Assistant .....12

**PERFORMING ARTS SUPPORT SERIES**

Stage Manager .....38  
Set Designer .....36  
Sound Technician .....36  
Promotion Specialist .....35  
Event Specialist.....34  
Costume Technician.....31  
Theater Technician .....31  
Promotion Assistant.....28  
Theater Assistant.....20

**PURCHASING & BUSINESS SERIES**

Buyer .....39  
Purchasing Assistant, Lead .....32  
Purchasing Assistant .....27

**SECRETARIAL & CLERICAL SERIES**

Administrative Assistant II .....31  
Administrative Assistant I .....28  
Secretary .....26  
Lead PBX Operator-Receptionist .....25  
Police Services Technician .....25  
Senior Clerical Assistant .....24  
Dispatch Clerk .....25  
Clerical Assistant .....22  
PBX Operator-Receptionist .....21  
Fine Arts Program Clerk .....17  
Clerk .....17  
Assistant Admissions & Records Clerk .....14

**STUDENT SERVICES SERIES**

Student Services Operations Officer .....39  
Operations Officer, F-1 Visa Program .....39  
Student Services Coordinator .....38  
CalWorks Case Management/Services Coord. ....36  
Instructional Services Advisor (DSPS) .....36  
CalWorks Job Development/Placement Advisor...35  
Financial Aid Advisor .....35  
Student Services Advisor .....35  
Evaluations Specialist .....33  
Student Services Specialist .....33  
Admissions & Records Evaluations Advisor .....32  
Student Services Technician .....28  
Assessment/Testing Center Assistant .....26  
Financial Aid Assistant .....24

**SAFETY AND HEALTH SERIES**

Safety and Health/Workers Compensation Tech...30

**CHILD DEVELOPMENT CENTER SERIES**

Child Development Center Specialist .....32

Board Approved September 13, 2004

**El Camino Community College District  
Administrator Salary Schedule**

**Effective January 1, 2004**

|  | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|--|---------------|---------------|---------------|---------------|---------------|
| Range 1  | 49,566        | 51,101        | 52,681        | 54,318        | 55,975        |
| Range 2  | 51,101        | 52,681        | 54,318        | 55,975        | 57,659        |
| Range 3<br>Planetarium Director  | 52,681        | 54,318        | 55,975        | 57,659        | 59,373        |
| Range 4  | 54,318        | 55,975        | 57,659        | 59,373        | 61,175        |
| Range 5<br>Assistant Director of Development, Annual & Alumni Giving   | 55,975        | 57,659        | 59,373        | 61,175        | 63,008        |
| Range 6  | 63,232        | 65,184        | 67,137        | 69,148        | 71,234        |
| Range 7<br>Assistant Director, Bookstore<br>Project Director, Regional Interpreter Training Grant<br>Assistant Director, Small Business Development Center<br>Director, Education & Community Development  | 68,820        | 70,758        | 73,290        | 75,840        | 78,387        |
| Range 8<br>Director Center for Applied Competitive Technologies (CACT)<br>Assistant Director for Construction & Maintenance<br>Assistant Director for Grounds and Operations<br>Director, Accounting<br>Director, Child Development Center<br>Assistant Director EOP&S/CalWORKS<br>Director of Outreach & School Relations | 72,219        | 74,394        | 76,748        | 79,431        | 82,112        |
| Range 9  | 74,468        | 76,779        | 79,133        | 81,503        | 83,960        |
| Range 10<br>Director, Institutional Research   | 76,779        | 79,133        | 81,503        | 83,960        | 86,478        |
| Range 11<br>Director, Small Business Services<br>Director, Technical Education<br>Director Workforce Education<br>Director, Workplace Learning Resource Center<br>Assistant Director Admissions & Records<br>CalWORKS & Career Placement Services Director   | 79,133        | 81,503        | 83,960        | 86,478        | 89,073        |

Range 11 (continued)

Director of EOP&S/CalWORKS  
Director, International Business Development  
Director, Bookstore  
PACE & Week-end College Director  
Director, Public Information  
Director, Risk Management  
Director, Student Development  
Director of Inglewood Center  
Assistant Director, Financial Aid and Scholarships

Range 12                    83,410 85,987 88,581 91,218 93,483

Range 13                    85,987 88,581 91,218 93,483 96,791

Assistant Director, Human Resources  
Assistant Director, Information Technology Services  
Director, Financial Aid & Scholarship  
Director, Purchasing and Business Services  
Director, Special Resource Center  
Director, Staff and Student Diversity  
Division Director  
Executive Director, El Camino Center for the Arts  
Director of Resource Development/Grants Development & Management  
Director of Learning Resources

Range 14                    90,787 93,619 96,421 99,311 102,306

Director, Nursing

Range 15                    93,619 96,421 99,311 102,306        105,361

Chief of Police and Director of Public Services Instructional Programs  
Director, Admissions & Records

Range 16                    98,789 101,770            104,796            107,954            111,188

Business Manager  
Dean  
Director, Facilities, Planning & Services  
Director, Human Resources  
Director, Information Technology Services  
Executive Director, Foundation  
Project Director (California Virtual College Grant)

Range 17                    101,770            104,796            107,954            111,189            114,525

Range 18                    104,796            107,954            111,189            114,524            117,953

Board Approved: January 20, 2004    Revised and Board Approved: September 13, 2004

September 13, 2004

Administrative Services – Human Resources – 127

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SUPERVISOR SALARY SCHEDULE**

**Effective January 1, 2004**

| Range | Title  | Step A | Step B | Step C | Step D | Step E |
|-------|--|--------|--------|--------|--------|--------|
| 1     |  | 2611   | 2739   | 2878   | 3022   | 3171   |
| 2     |  | 2672   | 2810   | 2953   | 3100   | 3257   |
| 3     |  | 2739   | 2878   | 3022   | 3171   | 3333   |
| 4     |  | 2810   | 2953   | 3100   | 3257   | 3417   |
| 5     |  | 2878   | 3022   | 3171   | 3333   | 3508   |
| 6     |  | 2953   | 3100   | 3257   | 3417   | 3603   |
| 7     |  | 3022   | 3171   | 3333   | 3508   | 3681   |
| 8     |  | 3100   | 3257   | 3417   | 3603   | 3786   |
| 9     |  | 3171   | 3333   | 3508   | 3681   | 3872   |
| 10    | Custodial Supervisor   | 3257   | 3417   | 3603   | 3786   | 3983   |
| 11    |  | 3333   | 3508   | 3681   | 3872   | 4115   |
| 12    |  | 3417   | 3603   | 3786   | 3983   | 4185   |
| 13    | Head Custodial Op Supv<br>Shipping & Receiving Supv  | 3508   | 3681   | 3872   | 4115   | 4293   |
| 14    |  | 3603   | 3786   | 3983   | 4185   | 4402   |
| 15    | Grounds/Op Supv<br>Operations Supervisor   | 3681   | 3872   | 4115   | 4293   | 4510   |
| 16    | Bookstore Supv<br>Industry & Technology Tech Supv<br>Production Services Supervisor<br>Testing Office Supervisor<br>Vocational Education Coordinator | 3786   | 3983   | 4185   | 4402   | 4629   |
| 17    | Placement Off Supv<br>September 13, 2004   | 3872   | 4115   | 4293   | 4510   | 4746   |

Administrative Services – Human Resources – 128

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**SUPERVISOR SALARY SCHEDULE**  
**Effective January 1, 2004**

| Range | Title   | Step A | Step B | Step C | Step D | Step E |
|-------|---|--------|--------|--------|--------|--------|
| 18    | Grounds Supervisor<br>Planetarium Manager<br>Theatre Manager  | 3983   | 4185   | 4402   | 4629   | 4872   |
| 19    |   | 4115   | 4293   | 4510   | 4746   | 4998   |
| 20    |   | 4185   | 4402   | 4629   | 4872   | 5134   |
| 21    | Admissions & Records Supv<br>Business Coordinator (SBDC)<br>Computer Operations Supervisor<br>Electrical Supervisor<br>HVAC/Plumbing Supervisor<br>Instructional Services Supervisor<br>Manager of Campus Building Inspection<br>Science Technical Supervisor | 4293   | 4510   | 4746   | 4998   | 5258   |
| 22    |   | 4402   | 4629   | 4872   | 5134   | 5401   |
| 23    |   | 4510   | 4746   | 4998   | 5258   | 5535   |
| 24    | Senior Accounting Supv<br>Staff Development Coordinator<br>Theatre Production Manager   | 4629   | 4872   | 5134   | 5401   | 5683   |
| 25    | Facilities Services Supervisor  | 4746   | 4998   | 5258   | 5535   | 5831   |
| 26    | Campus Police Sergeant<br>Senior Facilities Supervisor  | 4872   | 5134   | 5401   | 5683   | 5974   |
| 27    | Financial Aid Supv<br>DSPS Support Services Supervisor<br>Facilities Systems Supervisor   | 4998   | 5258   | 5535   | 5831   | 6124   |
| 28    | Booking/Promotion Mgr<br>Alternate Media Technology Supv  | 5134   | 5401   | 5683   | 5974   | 6357   |

September 13, 2004

Administrative Services – Human Resources – 129

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SUPERVISOR SALARY SCHEDULE  
Effective January 1, 2004**

| <b>Range</b>                          | <b>Title</b>         | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> |
|---------------------------------------|----------------------|---------------|---------------|---------------|---------------|---------------|
| 29                                    |                      | 5258          | 5535          | 5831          | 6124          | 6517          |
| 30                                    |                      | 5401          | 5683          | 5974          | 6357          | 6680          |
| 31                                    |                      | 5535          | 5831          | 6124          | 6517          | 6845          |
| 32                                    |                      | 5683          | 5974          | 6357          | 6680          | 7017          |
| 33                                    |                      | 5831          | 6124          | 6517          | 6845          | 7194          |
| 34                                    |                      | 5974          | 6357          | 6680          | 7017          | 7375          |
| 35                                    | Network Support Supv | 6124          | 6517          | 6845          | 7194          | 7555          |
| <b>Supervisor, Technical Services</b> |                      |               |               |               |               |               |

NOTE: Longevity:      Add \$75 per month to step after 20 years of service.  
                                  Add \$150 per month to step after 25 years of service.

Board Approved: January 20, 2004  
 Revised and Board Approved: September 13, 2004

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Agenda for the El Camino Community College District Board of Trustees  
From  
The Office of the President and Board of Trustees  
Thomas M. Fallo, Superintendent/President

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A. Board Policies for Deletion – Second Reading & Adoption.....Page 1

## A. Board Policies for Deletion

As part of the on-going project to update Board policies it is recommended that the Board review the following policies for second reading prior to deletion:

|      |   |          |
|------|---|----------|
| 3551 | Cafeteria   | 6/22/77  |
| 4138 | Research  | 5/10/65  |
| 4145 | Credit Unions   | 4/11/77  |
| 4161 | Service Awards  | 4/9/79   |
| 4163 | Residence   | 12/24/58 |
| 4164 | Change of Name or Address                             | 11/24/58 |
| 4218 | Administrative Internship Program                     | 1/9/84   |
| 4239 | Fringe Benefits for Part-Time<br>Classified Employees | 1/12/76  |
| 4253 | Request for Classification Review                     | 6/9/75   |
| 5122 | Inter-District Registration                           | 3/28/83  |
| 6143 | Cable Television                                      | 9/6/83   |

Cafeteria \_\_\_\_\_ 3551

~~The El Camino College cafeteria and other food service facilities shall be operated pursuant to provisions of the Ed Code and shall provide such food service as seems appropriate to the needs of the students and employees of the College.~~

~~El Camino College  
Policy  
Adopted: 11/24/58  
Amended: 6/22/70~~

Research \_\_\_\_\_ 4138

~~Study, research and development are important to the program of the College when accomplished within its philosophy and objectives. To implement this goal research studies at El Camino College which involve participation or cooperation of school personnel or pupils, must have the prior approval of either the President, Vice President, or the appropriate Dean.~~

~~El Camino College  
Policy~~

~~Adopted: 8/7/61  
Amended: 5/10/65~~

Credit Unions \_\_\_\_\_ 4145

~~An employee may authorize wage and salary deductions for the purchase of shares in or the payment of money to any regularly chartered credit union.~~

~~To process any such deduction, the employee shall be required to have on file in the District Personnel Division, a signed payroll deduction authorization form. An authorized deduction for a credit union shall become effective on the first day of the pay period following the filing of the authorization form with the District Personnel Division. An authorized deduction for a credit union may be revoked by the employee by filing a written revocation notice with the District Personnel Division.~~

~~El Camino College  
Policy  
Adopted: 11/24/58  
Amended: 4/11/77~~

Service Awards \_\_\_\_\_ 4161

~~The District recognizes service by providing awards to administrators, full-time faculty and classified staff members beginning with the first five years and thereafter every five years.~~

~~El Camino College  
Policy  
Adopted: 11/24/58  
Amended: 5/13/68, 1/26/76, 2/27/78, 4/9/79~~

Residence \_\_\_\_\_ 4163

~~There is no regulation requiring employees to live within the College District. Wherever possible, however, it is desirable for you to be a voting citizen of the District for which you work.~~

~~El Camino College  
Policy  
Adopted: 11/24/58~~

Change of Name or Address \_\_\_\_\_ 4164

~~Change of address, phone number, name, or number of dependents should be reported immediately to the Business Department.~~

~~El Camino College  
Policy  
Adopted: 11/24/58~~

Administrative Internship Program \_\_\_\_\_ 4218

~~The District has established an Administrative Internship Program for employees of the College. This plan provides for the training of employees by upgrading their administrative skills through an internship service program.~~

~~El Camino College  
Policy  
Adopted: 1/9/84~~

Fringe Benefits for Part-Time Classified Employees \_\_\_\_\_ 4239

~~A classified employee regularly employed on a part-time basis (less than forty hours per week) who works a minimum of thirty (30) minutes per day in excess of the employee's part-time assignment for a period of twenty (20) consecutive days or more, shall have his basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a prorated basis.~~

If a part-time employee's average paid time, excluding overtime for which the employee receives compensation at a rate at least equal to time and one-half, exceeds the employee's assigned time by fifty (50) minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.

Vacation entitlement shall be based on the average number of hours worked per working day during the portion of the fiscal or school year in which the employee is assigned to duty.

El Camino College  
Policy  
Adopted: 1/12/76

Request for Classification Review \_\_\_\_\_ 4253

### Introduction

Position Classification is an important part of the El Camino College personnel system and directly concerns each employee. It is a plan for systematically studying every position in the regular classified staff to determine actual duties and responsibilities, and then grouping all similar jobs in the same general class with a proper descriptive title. A "class description" for each class is written based on this information. A position title, therefore, is one means of identifying each employee's "classification." The basic purpose of such a classification plan is to attempt to maintain logical and consistent relationships between different kinds of jobs, the requirements for the jobs, and the salaries paid.

### Procedure

Although each position has been assigned to a class, the State Personnel Board will, upon request, review changes in order to keep all positions properly related. Individuals may request that a review of their assignment and classification be made if they feel their duties have increased or changed substantially. The employee's supervisor, coordinator and/or dean and vice president may also initiate such a request.

Requests for classification review may be submitted between December 1 and

~~December 21 each year. The classified employees will be notified at least thirty (30) days in advance of December 1 of each year. A detailed description of the duties of the position must be completed on the Request for Classification Review form, which may be obtained from the Personnel Office. It is necessary in completing the form that the specific reasons for this request for position reclassification be stated. The completed form is to be submitted to the employee's supervisor, coordinator and/or dean and vice president, who will forward the request to the Personnel Office for review.~~

~~El Camino College~~

~~Policy~~

~~Adopted: 8/31/59~~

~~Amended: 5/10/65, 6/9/75~~

~~Inter-District Registration~~

~~5122~~

- ~~1. All continuing students, regardless of residence, shall register in accordance with District's existing priority system.~~
- ~~2. All new and returning students who live in the El Camino Community College District shall be given registration appointments on a first come, first served basis.~~
- ~~3. All new and returning students who live outside the El Camino Community College District shall be given registration appointments based on space availability after students in #1 and #2 above have registered, subject to requirements of any inter-district agreements.~~

~~El Camino College~~

~~Policy~~

~~Adopted: 3/28/83~~

~~Cable Television~~

~~6143~~

~~Cable television on the El Camino College campus will have two functions:~~

- ~~1. To enhance scheduling of existing instructional television programming.~~
- ~~2. For public information purposes.~~

~~El Camino College will participate in a cable television consortium including~~

~~among other entities, the City of Torrance, to maximize the cable television resource pool.~~

~~The production resources available to El Camino College may be used by El Camino College personnel to supplement or otherwise support classroom instructional strategies.~~

~~El Camino College  
Policy  
Adopted: 9/6/83~~