

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.

**Agenda, Monday, October 18, 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 September 13, 2004**
- III. Humanities Complex Design – LPA Architects**
- IV. Public Hearings – (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda, Pages 1-4*
  - Student and Community Advancement  
*See Student & Community Advancement Agenda, Pages 1-17*
  - Administrative Services  
*See Administrative Services Agenda, Pages 1-14*  
*See Measure "E" Bond Fund Agenda, Pages 1-6*  
*See Human Resources Agenda, Pages 1-150*
  - Superintendent/President  
*See Superintendent/President Agenda, Pages 1-4*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
  - A. Board of Trustees Report
  - B. President's Report
  - C. Academic Senate Report
- VII. Closed Session**
  - A. Personnel Matters, Brown Act Section 54957
    - 1. Personnel Matter
      - 1 case

---

---

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

---

---

**Page No.**

A.	Center for the Arts Presentations – 2004/2005 .....	1
B.	Conference Attendance .....	2
C.	Proposed Curriculum Changes – Effective 2005-2006 Academic Year.....	2

It is recommended that the Board approve the revisions for Center for the Arts presentations for 2004/2005 as listed below. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

**2004/2005**

<b><u>Performance</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
<b><u>Payee Change</u></b>		
1. <b>Carol Welsman</b> <b>Payable to: Welcar Music, Inc.</b> (Note: Previously Board approved July 19, 2004, payable to Carol Welsman.)	October 23, 2004	5,000.00
2. <b>The Yuval Ron Ensemble</b> <b>Payable to: Yuval Ron</b> (Note: Previously Board approved July 19, 2004, payable to Yuval Ron Ensemble.)	March 12, 2005	50/50 Split
3. <b><i>Seven Brides for Seven Brothers</i></b> <b>Payable to: Windwood Productions, Inc.</b> (Note: Previously Board approved July 19, 2004, payable to Windwood Theatricals, Inc.)	March 18, 2005	15,000.00
4. <b>The Aspen Ensemble</b> <b>Payable to: Aspen Ensemble</b> (Note: Previously Board approved July 19, 2004, payable to Stanton Consulting and Management.)	April 3, 2005	6,500.00
5. <b>Zephyr: Voices Unbound</b> <b>Payable to: Zephyr: Voices Unbound</b> (Note: Previously Board approved July 19, 2004, payable to Zephyr.)	April 29, 2005	3,000.00
6. <b>Burning River Brass</b> <b>Payable to: Arts Management Group Inc. f/s/o Burning River Brass</b> (Note: Previously Board approved July 19, 2004, payable to Arts Management Group, Inc.)	May 1, 2005	4,000.00
7. <b>Mike Fahn Jazz Quarter</b> <b>Payable to: Michael J. Fahn</b> (Note: Previously Board approved July 19, 2004, payable to Mike Fahn.)	May 13, 2005	1,800.00

## B. CONFERENCE ATTENDANCE

It is recommended that the Board approve the following requests for conference attendance:

### 1. California Virtual Campus

Professor Joseph Georges to attend the Open Universities International Conference on October 6-7, 2004, in Rome, Italy. Professor Georges has been invited to speak to the attendees regarding the California Virtual Campus (CVC). Travel expenses are estimated at \$2,075, most of which will be covered by the Universita Telematica Guglielmo Marconi, sponsor of the event. The CVC grant will pay for expenses not covered by the foreign reimbursement.

### 2. Careers in Child Care Program

Luis Barrueta, Program Coordinator, and students listed below to attend the National Association for the Education of Young Children Conference on November 12-13, 2004, in Anaheim, California. All expenses will be paid by the Careers in Child Care Grant.

Lolita Adams  
Celia Cortez  
Mary Faucett  
Jamie Hunter  
Danielle Magana  
Diana Martinez  
Sylvia Rodriguez

## C. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2005-2006 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions and inactivations, effective the 2005-2006 academic year, listed below:

### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

#### CHANGES IN NUMBER, DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

##### *Current Status/Proposed Change*

#### 1. Sociology 2 102 – ~~Marriage and The Family Living~~

Recommended Preparation: Sociology 5 101; eligibility for English 1A

This course covers the sociological and social psychological ~~understandings~~ components of ~~marriage and~~ family living practiced in the United States and in various cultures worldwide. Topics include singlehood, love, cohabitation, marriage law, divorce, cultural and historical variation, communication, and conflict resolution.

## CHANGES IN NUMBER, DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

### *Current Status/Proposed Change*

1. Sociology 5 101 – Principles of Introduction to Sociology  
The Principles of Sociology is a In this course of study designed to educate students analyze the student about the critical areas influence of the social environment on behavior and social life. The student will learn about using sociological concepts, theoretical perspectives. Components of social structure and social culture are critically examined through sociological theories, and methods as they are applied to the individual, group, society, concepts including socialization, deviance, social institutions, and culture social change. Inequalities based on issues such as social class, race, ethnicity, gender, and age will also be analyzed.

## CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW

### *Current Status/Proposed Change*

1. Sociology 4 104 – Social Problems  
Recommended Preparation: Sociology 5 101; eligibility for English 1A

### *Current Status/Proposed Change*

2. Sociology 4 115 – Death and Dying  
Recommended Preparation: Sociology 5 101; eligibility for English 1A

## CHANGE IN MAJORS

1. American Studies

### *Current Status/Proposed Change*

Four courses from American Studies 1, 3, 7, English 40A, 40B; three courses from Anthropology 6, English 42, 43, 44, History 1A, 1B, 8, 9, 16A, 16B, 17, 18A, 18B, 32, Music 13, Political Science 1, 5, Sociology 4 104

Total Units: 21

2. Psychology

### *Current Status/Proposed Change*

Psychology 3, 5, 9A, 9B; one course from Anthropology 2 or Sociology 5 101; two courses from Psychology 7, 8, 11, 12, 15, or 16; one course from Anatomy 30, Anthropology 1, Biology 10, 11, or Physiology 31

Total Units: 26-27

## BUSINESS DIVISION

### CHANGE IN NUMBER

- Current Status/Proposed Change*
1. Business 31 ~~91~~ – International Marketing

- Current Status/Proposed Change*
2. Business 32 ~~92~~ – Fundamentals of Exporting

## HEALTH SCIENCES AND ATHLETICS DIVISION

### INACTIVATE COURSES

1. Educational Development 12 – English Skills for Mainstreaming the Hearing Impaired
2. Educational Development 23 – Human Sexuality for Special Populations

---

---

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

---

---

	<u>Page No.</u>
A. Student Field Trips.....	1-3
B. Student Conferences.....	3-4
C. Community Education – Fall 2004.....	4-5
D. International Travel.....	5
E. Grants-Acceptance.....	6-8
F. Grants-Information.....	9-11
G. Gift to the College.....	11
H. Casual and Student Employee Hourly Rate Schedule.....	11
I. Destruction of Records.....	11
J. Student and Community Advancement Administrative Restructuring...12-13, 17	
K. Temporary Casual Employment.....	13-16

**A. STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips sponsored by the Career Center, Transfer Center, and Project Success. The purposes of the trips are to provide university experience and cultural enrichment. The following will be used as needed as chaperons: Lori Mukogawa, Ken Key, Ken Gaines, Elaine Moore, Stephanie Rodriguez, Bill Cooper, Terry Spearman, Lisa Raufman, Victoria Martinez, Griselda Castro, Lori Losorelli, and Cheryl Beverly. It is further recommended that the Board approve the following field trips for the El

Camino College Language Academy (ECLA), Early Start to Emancipation Program (ESTEP), Independent Living Programs (ILP). The purposes of the trips are to provide cultural and practical living experience as well as training.

September 30, 2004 – Van Nguyen, Superior Court of Inglewood, Inglewood, California. Estimated students 14. Depart 9:00am; return 1:00pm. Transportation by van.

October 1, 2004 – E. Elaine Moore – University of Southern California, Los Angeles, California. Estimated students 30. Depart 9:15am; return 1:30pm. Transportation by bus.

October 6, 2004 – Van Nguyen, Gardena, Fire Station #158, Gardena, California. Estimated student 14. Depart 10:00am; return 12:30pm. Transportation by Van.

October 8, 2004 – E. Elaine Moore, University of California at Los Angeles, Los Angeles, California. Estimated students 30. Depart 8:30am; return 1:00pm. Transportation by bus.

October 21, 2004 – Van Nguyen, KTLA, Hollywood, California. Estimated students 10. Depart 8:00am; return 12 noon. Transportation by Van.

October 22, 2004 – Sue Oda-Omori, University of California at Irvine, Irvine, California. Estimated students 15. Depart 8:00am; return 5:00pm. Transportation by van.

October 29, 2004 – Sue Oda-Omori, University of Southern California, Los Angeles, California. Estimated students 40. Depart 8:00am; return 5:00pm. Transportation by bus.

November 4, 2004 – Destyn LaPorte, Olvera Street and Cathedral of Our Lady of the Angels, Los Angeles, California. Estimated students 32. Depart 11:00am; return 5:00pm. Transportation by bus.

November 5, 2004 – Sue Oda-Omori, University of San Diego, San Diego, California. Estimated students 15. Depart 8:00am; return 5:00pm. Transportation by van.



November 5, 2004 – Van Nguyen, Song Writers Guild of America, Hollywood, California.  
Estimated students 10. Depart 9:00am; return 12 noon. Transportation by van.

November 11, 2004 – Van Nguyen, Orange County Fire Department, Westminster, California. Estimated students 17. Depart 9:30am; return 1:00pm. Transportation by van.

November 16, 2004 – E. Elaine Moore, Paramount Studios, Hollywood, California.  
Estimated students 35. Depart 4:00pm; return 9:30pm. Transportation by bus.

November 19, 2004 - Sue Oda-Omori, University of California at Los Angeles, Los Angeles, California. Estimated students 40. Depart 8:00am; return 5:00pm. Transportation by bus.

#### 2004-2005 Field Trips for Early Start to Emancipation Program (ESTEP):

Keith Green and DeAnna Quesada - Instructors

Dates: October 23, 2004, November 6, 2004, January 22, 2005,  
February 12, 2005, April 16, 2005, May 7, 2005  
Location: Department of Motor Vehicle, Torrance California  
Estimated students: 25 students each trip  
Depart: 10:00am  
Return: 1:00pm  
Transportation: Bus

Keith Green and DeAnna Quesada - Instructors

Dates: November 13, 2004, February 19, 2005, May 14, 2005  
Location: Laundrymat, Torrance, California  
Estimated students: 25 students each trip  
Depart: 10:00am  
Return: 1:00pm  
Transportation: Bus

#### 2004-2005 Field Trips for Independent Living Programs (ILP):

Nosizwe Chimruenga - Instructor

Dates: October 21, 2004, January 20, 2005, March 17, 2005  
May 19, 2005  
Location: South Bay Galleria, Redondo Beach, California  
Estimated students: 20 students each trip  
Depart: 6:00pm  
Return: 8:30pm  
Transportation: Bus

---

Nosizwe Chimruenga - Instructor

Dates: November 2, 2004, January 27, 2005, March 24, 2005  
May 26, 2005

Location: Ralph's Grocery, Redondo Beach, California

Estimated students: 20 each trip

Depart: 6:00pm

Return: 7:00pm

Transportation: Bus

Nosizwe Chimruenga - Instructor

Dates: November 11, 2004, February 10, 2005, April 7, 2005  
June 9, 2005

Location: Lomeli's Restaurant, Gardena, California

Estimated students: 20 students each trip

Depart: 6:00pm

Return: 9:00pm

Transportation: Bus

## **B. STUDENT CONFERENCES**

1. It is recommended that the Board approve the following students to attend the Music Association of California Community Colleges Festival and Concert Tour, October 27-31, 2004, San Diego, California. Conference expenses in the amount of \$5,426 will be paid as follows: \$2,876 from Auxiliary and Champion Accounts, and \$2,550 to be paid by students, faculty and staff. Advisors: Dr. Joanna Nacheff, Director; Kenner Bailey, staff; and Marcia Armstrong, staff.

Kellen Abreu, Jun Agilpay, Bonnie Berryhill, Jessica Bhardwaj, Felicia Bray, Christine Burris, Claudia Diaz, Rafael Gojit, Dottie Greer, Sheri Horvat, Sunhee Huh, Glenn Johnson, DeWayne Jones, Fred Kim, David Kirkwood, DeForest Kirkwood, Kathleen LaBella, Mark Lee, Matthew Lofton, Brenda Parra, Alfonso Pimentel, Trameka Richardson, Abel Rios, Sal Rojas, Sal Rojas, Sherdale Smith, Ashley Stanbury, Charles Welker, Anne Williams, Ashley Wright

- It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges' Journalism Conference at Cal State Fullerton, Fullerton, California, October 15-16, 2004. Total registration fees of \$1,510 are to be paid through Auxiliary Services. Students will provide own transportation and pay for food on days in attendance. Advisors: Jolene Combs and Lori Medigovich.

Students Attending Friday, October 15, 2004:

Jennifer Cooper, Sasha Green, April Bauzon, Aaron Dobruck, M. Calosso, Sergio Guerra, Claudia Gutierrez, Lydia Kim, Ashley Chase, Ellis Song, Sergio Hernandez, Nicole Smith, Karino Solorzano, Dayna Guillmen, Danny Haislip, Daniela Valdivia, Angela Song, Miguel Pinedo, Mustafa Oberoi, Vanessa Soto, Samatha Miles, Sylvia Majuda

Students Attending on Friday, October 15 and Saturday, October 16:

John Hill, Marna Beilby, Noraly Hernandez, Juliana Kung, Kevin Ueda, Ramiro Rodriguez, Evan Ortega, Stella Sutphin, Katrina Romero, Mary Chou, Laura Villalpando, Kara Ogushi, Anna Mavromati, Kristine Fetalco, Grace Kim  
Josh Finke

- It is recommended that the Board approve attendance of the following students at the Fall Southern Regional Conference for Alpha Gamma Sigma, to be held at Santa Monica College, November 6, 2004. Total cost for the conference is \$225. Students will pay \$12.50 each and the remaining \$12.50 will be paid by the club account. Advisor: Jeannine Barba.

Ashley Beasley, Marissa Beuhler, Rachael Kartsonis, Mandy Low, Kristine Nakama, Nidia Notario, Lessa Pelayo, Amy Peter, Pasakorn Sakolsatayatorn

**C. COMMUNITY EDUCATION – FALL 2004**

It is recommended that the Board approve the following Community Education classes for Fall 2004:

<u>1. Name of Course</u>	<u>Instructor</u>	<u>Dates</u>
Life Drawing Marathons	LifePainting.com	9/26/04
Life Drawing Marathons	LifePainting.com	10/31/04
Life Drawing Marathons	LifePainting.com	11/21/04

Instructor to be paid 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted.

2. It is recommended that the Board approve the following Community Education classes for Fall 2004:

<u>Name of Course</u>	<u>Instructor</u>	<u>Dates</u>
Reading & Math Skills (Grades 1-3)	Kids' College	10/4-28, 11/1-12/2, 12/6-1/13, 1/24-2/17
Reading & Math Skills (Grades 4-8)	Kids' College	10/2-28, 11/2-12/2 12/6-1/23, 1/24-2/17
Algebra 1 (Grades 6 and up)	Kids' College	10/4-28, 11/2-12/2 12/6-1/23, 1/24-2/17

Instructor to be paid 70% of total student enrollment.

3. It is recommended that the Board approve the change in instructor for the following Community Education course for Fall 2004:

<u>Name of Course</u>	<u>Instructor</u>
Yoga-Beginning	<del>Dave Anderson</del> Ron Berman

Instructor to be paid as follows: 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.

**D. INTERNATIONAL TRAVEL**

It is recommended that the Board ratify approval of international travel for Ms. Antoinette Phillips to travel to the University of Silesia Cieszyn (FILUS) in Poland, September 18-December 17, 2004. Ms. Phillips is participating in the faculty exchange program funded by the Department of State Educational Partnership grant. She will assist the FILUS faculty in (a) developing student-centered outcome-based courses and activities; (b) developing needs assessments and outcome assessments; (c) teaching methodologies that promote active learning, (d) effective uses of technology in the classroom; designing hybrid and online courses; (e) strategies for teaching the “necessary skills”. All expenses for the trip will be paid from grant funds not to exceed \$8,000.

**E. GRANTS - ACCEPTANCE**

It is recommended that the Board accept the following Grants:

1. Chancellor's Office – Centers for International Trade Development. During 2004/2005 year, the Center for International Trade Development (CITD) will build on its solid foundation to deliver customized trade training and assistance to local Small Manufacturing Enterprises and staff. The CITD will especially work to: 1) Continue the CITD's traditional trade training and assistance to the community through workshops, counseling, and market research, planning, promotion and matchmaking services; 2) Continue to recruit and assist Export Enabler clients, with a goal to enable each to enter 3-5 additional markets and increase export sales by up to \$1 million in the first year; 3) Develop the course curriculum syllabi and seek College approval for two additional, 3-credit International Business courses; 4) Train more new entrants for jobs in the global trade and logistics workplace through the CITD's grant funded, ETPL-approved program; and 5) Augment State funding through additional grants, user fees, strategic collaborations, and joint revenue-and cost sharing with federal state partners. The CITD's FY 2005 revenue goal from fee-based services is \$50,000.

Amount of Grant Funding from Granting Agency	\$178,875
Amount of College Match (In-kind)	<u>\$178,875</u>
Total Amount of Grant	\$357,750
Indirect Rate:	\$6,879.80 (4%)
Performance Period:	July 1, 2004 through August 31, 2005

2. Chancellor's Office – Centers for Applied Competitive Technologies (CACT). During the 2004-05 year, the Center for Applied Competitive Technologies (CACT) will continue to expand and deliver a newly developed on-line version statewide and nationally for the Beverage Equipment Service Technician program, "B.E.S.T. of America," continue to work closely with the El Camino College Industry and Technology Division and assist them with upgrading and developing new curriculum in areas of manufacturing, engineering and electronics, as well as with the development and roll-out of a robotics camp to attract high school students to careers in manufacturing and technology.

Amount of Grant Funding from Granting Agency	\$178,875
Amount of College Match (In-Kind)	<u>\$178,875</u>
Total Amount of Grant	\$357,750
Indirect Rate	\$6,879.80 (4%)
Performance Period:	July 1, 2004 through August 31, 2005

3. Chancellor's Office – Math Engineering Science Achievement Program (MESA) – Special Internship Projects. The purpose of this grant is to spearhead the Southern California Leadership Development Conference. The Northern California Leadership Conference (LDC) Coordinator, Dr. Book, will work in collaboration with Arturo Hernandez, El Camino College MESA Director, to plan and execute the LDC. Location, workshop presenters, conference logistics, extracurricular activities, student assistants, and other components of the event will be coordinated by Dr. Booth and Arthur Hernandez in tandem, so as to provide an event that is an important part of student development in the community college MESA organization statewide.

Amount of Grant Funding from Granting Agency	\$18,000
Amount of College Match (In-kind)	<u>\$ 2,341</u>
Total Amount of Grant	\$20,341
Indirect Rate	\$692.32 (4%)
Performance Period:	June 1, 2004 through February 28, 2005

4. Chancellor's Office – Small Business Development Center. During the 2004/05 grant period, the Small Business Development Center will deliver workshops and training, participate in 10 industry clusters, increase SBA loan applications to 100, identify clients to work with the Venture Capital SBDC, continue on-going outreach to local cities, work with minority Chamber of Commerce groups to reach minority clients, participate in economic development efforts, and co-sponsor key programs and events.

Amount of Grant Funding from Granting Agency	\$140,550
Amount of College Match (In-kind)	<u>\$141,240</u>
Total Amount of Grant	\$281,790
Indirect Rate	\$5,405.76 (4%)
Performance period:	July 1, 2004 through August 31, 2005

5. Chancellor's Office – Workplace Learning Resource Center. The El Camino College's Workplace Learning Resource Center will continue to act as a regional resource in workplace training through research, in-service training, and the development and implementation of innovative training methodologies. The Center will utilize an established advisory committee, and promote partnerships with local businesses, government agencies and other colleges to develop joint projects to deliver workplace skills training to targeted industries and population groups.

Amount of Grant Funding from Granting Agency	\$178,875
Amount of College Match (In-kind)	<u>\$178,875</u>
Total Amount of Grant	\$357,750
Indirect Rate	\$6,879.80 (4%)
Performance period:	July 1, 2004 through August 31, 2005

6. Department of Education – Child Care Access Means Parents in School. In the third year of this four-year grant, the El Camino College Child Development Center will continue to subsidize childcare to low-income student parents. Additional seven-to-ten subsidized slots will be available per year based on the Center’s sliding fee scale. Some of the children will attend full-time, some part-time, based on the need of individual parents.

Amount of Grant Funding from Granting Agency	\$49,932
Amount of College Match (In-kind)	<u>\$50,000</u>
Total Amount of Grant	\$99,932
Indirect Rate	\$3,698.64
Performance period:	September 16, 2004 through September 15, 2005

7. Department of Education – Title V: Hispanic Serving Institutions. During the fifth and final year of this grant, the project will pursue the following objectives: 1) Increase by 25% the proportion of Hispanic students who completed their Associated Arts or Associate Science degree; 2) Increase by 20% the number of Hispanic students who complete their requirements and apply for transfer to a four-year university; and 3) Develop a guide on addressing learning needs of students from different cultures and infusing multicultural perspectives into the curricula.

Amount of Grant Funding from Granting Agency	\$373,500
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$373,500
Performance period:	October 1, 2004 through September 30, 2005

8. Department of Education – Training Interpreters for Individuals Who Are Deaf and Individuals Who are Deaf-Blind. During the fifth and final year of this grant, the Regional Center will continue to work on accomplishing its main objectives of: 1) Elevating the skills of manual, oral, tactile and cued speech interpreters working in the field; 2) Enhancing the ability of educators and others in the field on interpreter education to attract, recruit, instruct, and retain interpreting students; and 3) Serving in a leadership capacity and as a primary source of interpreter information.

Amount of Grant Funding from Granting Agency	\$154,555
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$154,555
Performance period:	October 1, 2004 through September 30, 2005

9. Department of Education – Preparing Tomorrow’s Teachers Today (PTTT).

El Camino College in partnership with Santa Monica College submitted a proposal to improve the transfer rate of future teachers completing their lower-division coursework at El Camino College and Santa Monica College by 1) Bridging the Gap for Underprepared Students; 2) Developing and Reining Essential Curriculum & Delivery Methods; 3) Creating Multifunctional Partnerships with School Districts and Community Organizations; and 4) Improving Conditions for Transfer.

Amount of Grant Funding from Granting Agency	\$3,469,113
Amount of College Match	\$ <u>-0-</u>
Total Amount of Grant	\$3,469,113
Performance Period: October 1, 2004 through June 30, 2009	
(Year 1: \$691,922; Year 2: \$695,384; Year 3: \$697,634; Year 4: \$691,673	
Year 5: \$692,500)	

**F. GRANTS - INFORMATION**

It is recommended that the Board receive for information the following Grants:

1. Chancellor’s Office – EDWP: Job Development Incentive Fund. The proposed project seeks to create a Mariner Skill Training Program to train unskilled and unemployed workers for a career in the maritime industry, provide training for currently employed members of the maritime industry to upgrade skills necessary for higher paying industry jobs, create new job opportunities for high school students of low income or working poor families to become new entrants into the maritime industry workforce. A total of five courses of instruction will be delivered. Three classes include: Standards for Training and Certification; Proficiency in Survival Craft, Qualified Members of the Engine Department; Tankerman PIC, and HAZMAT.

Amount of Grant Funding from Granting Agency	\$503,844
Amount of College Match (In-kind)	\$774,000
Total Amount of Grant	\$1,277,844
Indirect Rate	\$19,378.60 (4)
Performance period: November 9, 2004 through June 30, 2006	

2. Chancellor’s Office – Industry Driven Regional Collaboratives (IDRC). The proposed IDRC project will recruit, train, provide guidance and assistance to 40 apparel manufacturers capable of exporting. Through the 7-step Export Enabler Program, the recruited apparel manufacturers will increase their structural capacity, export readiness, develop new or additional export markets, and achieve new, increased and self-sustaining export sales.

Amount of Grant Funding from Granting Agency	\$448,985
Amount of College Match (In-kind)	\$486,478
Total Amount of Grant	\$935,463
Indirect Rate	\$17,268.64 (4%)
Performance period: November 9, 2004 through June 30, 2006	



3. Chancellor’s Office – Industry Driven Regional Collaboratives (IDRC): Manufacturing Technology Legacy Mentoring Program. The proposed IDRC project will create additional for-credit and not-for-credit curricula, expand industry and student on-campus “skills centers” to include CAD/CAM and electronics training and testing, create a “Manufacturing Technology Legacy Mentoring Model,” create an industry internship program, and conduct a regional “Aerospace Industry Counseling Workshop,” involving college and high school counselors.

Amount of Grant Funding from Granting Agency	\$439,377
Amount of College Match (In-kind)	<u>\$480,000</u>
Total Amount of Grant	\$919,377
Indirect Rate	\$516,899.12 (4%)
Performance period:	November 9, 2004 through June 30, 2006

4. Department of Education – Student Support Services Program. The Student Support Services project will increase the retention and graduation/transfer rates of participants by engaging them in comprehensive academic advising, career counseling and exploration, tutoring, study skills development, transfer activities, and other services designed to foster academic confidence in success.

Amount of Grant Funding from Granting Agency	\$1,215,639
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$1,215,639
Indirect Rate	\$92,381.20 (8%)
Performance period:	October 1, 2005 through September 30, 2010

5. National Science Foundation – Alternative Pathways to deepen Content and Pedagogical Knowledge for Future Teachers: Science FEST. The proposed project aims to: 1) Select a cadre of 150 future teachers who are interested in teaching science; 2) Guide these future teachers through developing quality instructional modules in astronomy or physical science for 3<sup>rd</sup>-8<sup>th</sup> grade students; 3) Project participants with multiple teaching opportunities in formal and informal educational settings; 4) Provide participants with a variety of opportunities to get involved in professional organizations and develop leadership skills.

Amount of Grant Funding from Granting Agency	\$335,171
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$335,171
Indirect Rate	\$66,839 (37.09%)
Performance period:	July 1, 2005 through June 30, 2008

6. National Science Foundation – Science FEST: Linking Content and Pedagogical Knowledge to Practice for Pre-Service and In-Service Teachers-Research. The proposed project seeks to investigate to what extent the project prepares prospective teachers to successfully teach science in the elementary school grades. Science FEST aims to: 1) Select a cadre of future teachers who are interested in improving their ability to teach science; 2) Guide these future teachers through developing and/or teaching quality instructional modules in astronomy or physical science for elementary school students; 3) Provide participants with multi-teaching and/or training opportunities in formal and informal educational settings; 4) Guide participants as they develop an evaluation plan to determine the efficacy of their modules and begin their work as classroom researchers, and 5) Provide participants with a variety of pre-professional experiences and opportunities to develop their leadership skills.

Amount of Grant Funding from Granting Agency	\$293,167
Amount of College Match (In-kind)	\$ -0-
Total Amount of Grant	\$293,167
Indirect Rate	\$92,143 (37.09%)
Performance period:	July 1, 2005 through June 30, 2008

**G. GIFT TO THE COLLEGE**

It is recommended that the Board accept as a gift from the El Camino College Foundation a 1978 Crown Triple Pump Fire Engine, Engine #10521384. The Engine was donated to the El Camino College Foundation by the Torrance Fire Department. The donated Engine is in good condition and will be used for cadet training at the Fire Academy.

**H. CASUAL AND STUDENT EMPLOYEE SCHEDULE**

It is recommended that the Board approve amending the Casual and Student Employee Schedule to add the position of Professional II – Instructor Not-for-Credit with a pay rate up to \$37 per hour.

**I. DESTRUCTION OF RECORDS**

It is recommended that the Board approve the Destruction of the following Records by the Admissions & Records Office.

- Class 1 – Permanent Records (Title 5, Section 59023)
- Class 2 – Optional Records (Title 5, Section 59024)
- Class 3 – Disposable Records (Education Code Section 84040 and Title 5, Section 59025)

The records classified as Class 1 and Class 2 have been placed on laser fiche for permanent storage in accordance with regulations; therefore, these records are now reclassified as Class 3 – Disposable Records and may now be destroyed (Title 5, Section 59022).

**J. STUDENT AND COMMUNITY ADVANCEMENT ADMINISTRATIVE RESTRUCTURING**

It is recommended that the Board approve the Administrative Restructuring of the Student and Community Advancement Area.

As a result of budget changes and the desire to improve customer service within the Student and Community Advancement Area, a review was conducted of the services being offered. The divisions involved in this review included Enrollment Services, Admissions & Records, Counseling and Student Services, Community Advancement, Child Development Center, Health Services Center, Resource Development/Grants Development & Management, Resource Development/Foundation, Institutional Research, and the Inglewood Center. The first step of the restructuring was accomplished in May 2004 when the Board approved the organizational move of the Child Development Center to the Behavioral and Social Sciences Division and the Health Services Center to Health, Sciences & Athletics Division. The final step of the restructuring will be completed when this recommendation is approved. The administrative restructuring of the Student and Community Advancement Area is shown in its entirety in the organizational chart on page 17. The highlights of the restructuring are shown below:

1. Move of Student Development from Counseling and Student Services to Enrollment Services.
2. Move of the Inglewood Center from the Vice President-Student and Community Advancement office to the Community Advancement Division.
3. Move of Outreach and School Relations from Admissions & Records to Enrollment Services Division.
4. Create a Research and Planning Department and establish the position of Director of Research and Planning.
5. Create a pilot program titled Center for International Education (CIE), and establish the position of Director, Center for International Education. The Center has been established as a pilot program with an ending date of June 30, 2005. All El Camino College international programs and recruiting functions will become a part of the CIE department. This will include the following programs: International Student Program (ISP), El Camino College Language Academy (ECLA), faculty international exchanges, other international grant programs, and Study Abroad. It will be closely aligned to Admissions & Records, Center for International Trade Development, and the Behavioral & Social Sciences Division.

Other functions, programs, and services within the Student and Community Advancement Area remain the same or were re-aligned to provide a closer, more consistent working relationship and reporting function.

**K. TEMPORARY CASUAL EMPLOYMENT**

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

1. **Moises Aglipay—House Staff II, \$7.25 per hour, Monday through Sunday (varies), 6:00 am to 12:am (varies), effective October 19, 2004 through June 30, 2005, Center for the Arts/Fine Arts, Academic Affairs Area, to provide customer service for any given event in the Marsee Auditorium, Campus Theatre, Recital Hall, District funded.**
2. **Florentina Arnolt-Sizemore—Teacher’s Assistant I, \$6.75 per hour, Monday through Friday as needed for ratio, work hours on an as-needed/on-call basis, effective October 19, 2004 through June 30, 2005, Child Development Center/Behavioral and Social Sciences, Academic Affairs Area, to assist teachers with the daily operations of the center, Child Development Center funds.**
3. **Sadisia Barton—Program Assistant II, \$9.00 per hour, Monday through Thursday (Fridays during add periods), 10:00 am to 7:00 pm, effective October 19, 2004 through June 30, 2005, Admissions & Records, Student and Community Advancement Area, to assist students in person or over telephone, District funded.**
4. **Jill Bryant—Paraprofessional (Computer Software Specialist), \$15.00 per hour, work days and work hours on an as-needed/on-call basis, effective November 15, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to assist ITS lab technician in the digital arts program, District funded.**
5. **Lecia A. Davis—Ticket Clerk, \$9.25 per hour, weekdays and weekends (varies), morning and evening work hours (varies), effective October 19, 2004 through June 30, 2005, Marsee Auditorium/Fine Arts, Academic Affairs Area, to assist in all events for the Center for the Arts, District funded.**
6. **Robert Hauser—Paraprofessional, \$13.00 per hour, Monday through Friday, 8:00 am to 4:30 pm (varies), effective November 16, 2004 through June 30, 2005, Cosmetology/Industry and Technology, Academic Affairs Area, to assist instructors and students in the cosmetology program, District funded.**

7. **John Lewis—Tutor III, \$9.50 per hour, Tuesday, Wednesday, Thursday, 8 am to 9 pm (varies), effective October 19, 2004 through June 30, 2005, EOPS/CalWORKs/CARE – Counseling & Student Services Division, Student and Community Advancement Area, to provide tutoring services to EOPS/CARE students, EOPS/CARE funded.**
8. **James J. Nielsen Jr.—Timer-Men’s Basketball, \$10.00 per hour, Monday through Friday, 5:00 pm to 10:00 pm, effective November 9, 2004 through March 12, 2005, Health Sciences and Athletics, Academic Affairs Area, to monitor basketball game clock for all home games for men’s and women’s basketball games. District funded.**
9. **David Orozco—Interpreter I, \$17.25 per hour, Saturday-Sunday (varies), 7:00 am to 10:00 pm (varies), effective August 30, 2004 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Titles 5, DSPS Regulations, Section 56026, District funded.**
10. **Mayra Perez—Interpreter Novice, \$13.75 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective September 27, 2004 through June 30, 2005, Health Sciences & Athletics/Special Resources Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, funded by Special Resource Center and DSPS.**
11. **Claudia Ramirez—Office Aide II, \$7.25 per hour, Monday through Thursday, 7:45 am to 4:30 pm, effective November 1, 2004 through June 30, 2005, Admissions & Records, Student and Community Advancement Area, to provide assistance to the Veterans Unit, District funded.**
12. **Gerald Schollosser—Tutor VI, \$15.50 per hour, Monday through Thursday, 9:00 am to 5:00 pm, effective October 19, 2004 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, funded by VATEA and District funds.**
13. **Oscar Serrano—Professional II/Public Safety Trainer, \$32.00 per hour, Monday and Saturday (varies), 7:30 am to 4:30 pm (varies), effective October 19, 2004 through June 30, 2005, Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership, and professional services in the police academy program, District funded.**

14. Wendy Stockstill—Office Aide I (Music), \$6.75 per hour, Monday through Friday (varies), 9:00 am to 7:00 pm (varies), effective October 19, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to perform routine and general clerical duties, District funded.
15. Abigail Tatlilioglu—Paraprofessional (Careers in Child Care Program Assistant), \$17.50 per hour, Monday through Thursday, 8:00 pm to 4:30 pm, effective October 19, 2004 through June 30, 2005, Behavioral and Social Sciences, Academic Affairs Area, to assist in the daily operations of the Careers in Child Care Program, funded by Careers in Child Care Program.
16. Debra Weber—Interpreter III, \$21.75 per hour, Saturday-Sunday (varies), 7:00 am to 10:00 pm (varies), effective September 22, 2004 through June 30, 2005, Special Resource Center/Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Titles 5, DSPS Regulations, Section 56026, funded by Special Resource Center and DSPS.
17. David D. Winkler—Professional III, \$40.00 per hour, Thursday through Sunday (days vary), 7:00 am to 6:00 pm (hours vary), effective November 1, 2004 through June 30, 2005, Community Education/Community Advancement, Student and Community Advancement Area, to teach Community Education classes, funded by Community Education income.
18. The following individuals to work as Coaching Assistant, \$16.25 per hour, Monday through Friday, 2:00 pm to 6:00 pm, effective October 15, 2004 through June 30, 2005 and January 15, 2005 through May 17, 2005, Health Sciences and Athletics, Academic Affairs Area, to help with coaching responsibilities, District funded.

Barry Levy

Sam Peraza

Adam Von Arx

19. The following individuals to work as Paraprofessional, \$17.00 per hour, Monday through Friday (varies), 9:00 am to 9:30 pm (varies), effective October 1, 2004 and October 19, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to model for life drawing and painting classes, District funded.

Apryl Ryder

Mark Snyder

20. The following individuals to work as Paraprofessional (Classroom Tutor), \$13.00 per hour, Monday through Thursday, 8:00 am to 9:00 pm (varies), effective August 30, 2004 through June 30, 2005, Humanities Division, Academic Affairs Area, to guide students in responding to their paragraph and essay assignments, District funded.

Art Hsieh	Frank Mundo	Sean Patrick
Beth Shibata	Lynda Snead	

21. The following individuals to work as Paraprofessional (Writing Center Tutor), \$15.00 per hour, Monday through Thursday, 8:00 am to 6:00 pm (varies), effective August 30, 2004 through June 30, 2005, Humanities Division, Academic Affairs Area, to assist students in the Writing Center and the computer lab, District funded.

Art Hsieh	Christine Johnson	Frank Mundo
Sean Patrick	William Sambolich	Beth Shibata
Allison Smith		

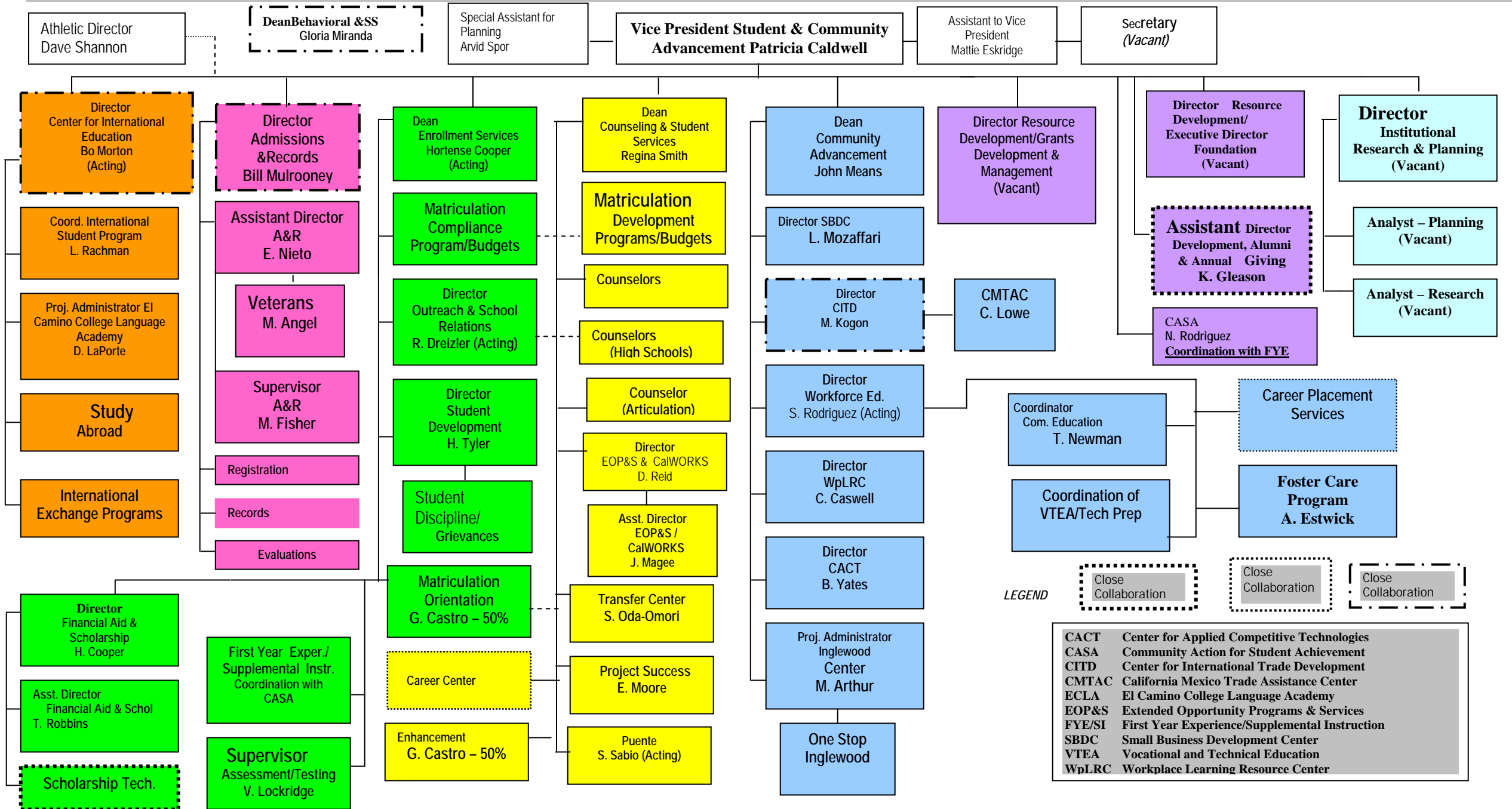
22. The following individuals to work as Reader, \$6.75 per hour, Monday through Saturday (varies), 8:00 am to 9:00 pm (varies), effective October 19, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to evaluate and provide written documentation on essays as proof of assessment, District funded.

Art Hsieh	Christine Johnson	Cornelia
Nitzschner	Sean Patrick	
William Sambolich		

23. The following individuals to work as Stage Assistant IV, \$9.00 per hour, work days and work hours on an as-needed/on-call basis, effective October 7, 2004 and October 20, 2004 through June 30, 2005, Production Office/Fine Arts, Academic Affairs Area, stage crew for events, includes lighting, costumes, carpentry, scenic painting, sound, District funded.

Andrew Denio	Evan Johnston	Christian LeMay
Matthew Mellinger	Andrew Potvin	

**EL CAMINO COLLEGE**  
**STUDENT & COMMUNITY ADVANCEMENT AREA**  
**ORGANIZATIONAL CHART – October 2004**



**LEGEND**

- Close Collaboration
- Close Collaboration
- Close Collaboration

CACT	Center for Applied Competitive Technologies
CASA	Community Action for Student Achievement
CITD	Center for International Trade Development
CMTAC	California Mexico Trade Assistance Center
ECLA	El Camino College Language Academy
EOP&S	Extended Opportunity Programs & Services
FYE/SI	First Year Experience/Supplemental Instruction
SBDC	Small Business Development Center
VTEA	Vocational and Technical Education
WpLRC	Workplace Learning Resource Center



---

---

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

---

---

	<u><b>Page No.</b></u>
A. Transfer of Funds from General Fund-Unrestricted to General Fund-Restricted/Parking .....	1
B. Transfer of Funds from General Fund-Restricted to Capital Outlay .....	1
C. Transfer of Funds from General Obligation Bond Fund Capital Outlay to General Fund-Restricted .....	1
D. Proposition 39 Audit .....	1
E. Contracts/Personal Service Agreements Valued at \$50,000 or Higher .....	1
F. Public Works Project Science Complex - Change Orders .....	2
G. Public Works Project Science Complex – Amended Contracts .....	4
H. Purchase Orders .....	5

**A. TRANSFER OF FUNDS FROM GENERAL FUND-UNRESTRICTED TO GENERAL FUND-RESTRICTED PARKING**

It is recommended that up to \$450,000 of monies in the 2004-05 General Fund-Unrestricted budget be approved for transfer to the Parking Fund (12). The transfer is for parking citation monies deposited to the Unrestricted General Fund.

**B. TRANSFER OF FUNDS FROM GENERAL FUND-RESTRICTED TO CAPITAL OUTLAY FUND**

It is recommended that \$1,675,000 be approved for transfer from the General Fund-Unrestricted to the Capital Outlay Fund. District support for Capital Outlay projects is \$1,600,000, and the balance of \$75,000 is from parking lot rentals.

**C. TRANSFER OF FUNDS FROM GENERAL OBLIGATION BOND FUND CAPITAL OUTLAY TO GENERAL FUND-RESTRICTED**

It is recommended that \$140,184 be approved for transfer from the General Obligation Bond Fund to the General Fund-Restricted as the District's 3:1 Match for the Library Materials/ Instructional Equipment/Technology apportionment.

**D. PROPOSITION 39 AUDIT**

It is recommended that the Board approve the award of a contract in the amount of \$9,800 to the audit firm of Vavrinek, Trine, and Day for an independent financial and performance audit of Measure "E" funds.

**E. 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 agreements with the following contractors and that the Vice President – Administrative Services, or his designee, be authorized to execute the necessary documents.

**AMENDMENTS:**

**California Employment Training Panel, State** – Under Contract #4, ET04-0525, the El Camino College Center for Applied Computer Technology (ECC/CACT) will acquire additional training slots. The ECC/CACT/BTC (Business Training Center) will be able to provide training courses, to include up to 700 additional company employees, in production techniques, statistical process control, continuous improvement, management skills, office automation and literacy skills. Total Revenue \$756,600; Projected Expenses \$406,114; Projected Net \$350,486. Account number 12-48890-00-000000-3170. BPO #77232. This is the second amendment to State of California ETP Contract, ETP Project #ET04-0525, ECC CACT ETP Contract #4 – Originally Board Approved 12/15/03, BPO 67942. Renewed 6/21/04, PO 77232.

**South Bay Center for Counseling** – The El Camino College Workplace Learning Research Center (WpLRC) will provide 100 hours of Microsoft Computer Training and Introduction to the Internet training for approximately 32 trainees; and 40 hours of U.S. Coast Guard/Standards for Training Certifications & Watch Keeping to approximately 56 trainees. Dates of Service: July 1, 2004 – December 31, 2004. Projected Income \$67,000; Projected Expenses \$22,973; Projected Net \$44,027. Account #12-55130-00-701000-6464. BPO 77760. This contract is a renewal of a contract approved by the Board 12/15/2003.

**Torrance, City of** – The El Camino College Business Training Center is to provide occupational skills training, as needed, through the Torrance City grant-funded job training programs. Dates of Service: July 1, 2004 – June 30, 2005; Projected Income NTE \$150,000; Projected Expenses \$75,000; Projected Net: \$75,000. Account #12-55130-00-689000-6400. Original start date of this contract 9/1/2000.

**F. PUBLIC WORKS PROJECT SCIENCE COMPLEX – CHANGE ORDERS**

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)	John Jory	\$ 63,405.00
b)	Dynalectric	\$ 7,871.00
c)	Bickerton Iron	\$ 5,772.00
d)	G.D. Heil	\$ 3,501.00
e)	Advantage Painting	\$ 790.00
f)	DK Mechanical	\$ 36,039.00
g)	Best Roofing	\$ 1,561.00
h)	Circulating Air	\$ 97,570.00
i)	Padua Glass	\$ 1,470.00
j)	Conrod	<u>\$ 999.00</u>
	TOTAL	\$ 218,978.00

**District Requested**

1. Override switches for lighting in Physics classrooms. \$ 1,802.00
2. Conversion of room C137 to janitor closet. Original design did not have janitor closet on that side of the building. \$ 6,480.00

**Unforeseen Conditions**

3. New exterior doors on 2<sup>nd</sup> and 3<sup>rd</sup> floors. Existing doors contained asbestos not previously identified in the hazardous material removal plan, so they had to be replaced. \$ 29,463.00

**October 18, 2004**

**Administrative Services - 2**

4. Upgrade walls to 1 hour rated. Walls were not built to original 1950 drawing specifications, and this was not discovered until sections of the wall were demolished. \$ 34,256.00
5. Duct revisions @ N118 & N119. Changed wall-mounted to ceiling-mounted registers due to existing and new plumbing lines and conduit. \$ 10,497.00
6. Replace old multi-zone dampers for the Air Handling unit. Existing dampers were inoperable. \$ 13,927.00
7. Replace acid waste lines in basement of Natural Science Building. Old waste lines were leaking and in disrepair. \$ 16,523.00

Direction of Government Agency

8. Structural strapping at mechanical openings. This is a DSA Inspector requirement for a previously unforeseen condition. \$ 6,771.00

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.

9. Life Science sound attenuation. The noise level in Chemistry was too high when the building was complete. Repairs were necessary in order for the sound level to be tolerable, and the work is on-going. \$ 50,664.00
10. Roof gravity vents in Chemistry. The doors in lab areas would not close after HVAC was installed (air balance issue), and vents were necessary for relief of pressure. \$ 27,766.00
11. Added expansion for boiler tank in N300 (not in original plans). \$ 845.00
12. Added vacuum relief valves for water heaters (not in original plans). \$ 701.00
13. New circuits for exterior landing lights (not in original plans). \$ 5,031.00
14. Trap primers in floor drains in P104 & P116 (not in original plans). \$ 2,753.00
15. Plumbing to existing service sink in Room B121 (not in original plans). \$ 3,299.00
16. Water proofing of walls and floor in Room B122 (not in original plans). \$ 2,509.00
17. Janitor sinks in rooms N114 & N224. Original design had no sinks. \$ 1,721.00
18. Upsized demonized water line in the Natural Science Building. The original sizing was incorrect for the amount of flow necessary for this area. \$ 988.00

## SCIENCE COMPLEX RENOVATION PROJECT

The following table reports the budget status through September 30, 2004 for the Science Complex Renovation Project.

	Budget	Expended	Balance
<b>State Funding (9504)</b>			
Design & Plan Review	1,031,000	1,031,000	0
Relocation	0	0	0
Hazardous Material Abatement	357,190	159,864	197,326
Construction	14,414,088	11,143,609	3,270,479
Construction Administration	443,000	300,562	142,438
Contingency	884,000	884,000	0
Equipment	0	0	0
<b>TOTAL</b>	<b>17,129,278</b>	<b>13,519,035</b>	<b>3,610,243</b>
<b>Bond Funding (0219)</b>			
Design & Plan Review	500,638	403,526	97,112
Relocation	1,527,187	1,466,544	60,643
Hazardous Material Abatement	0	0	0
Construction	3,494,438	1,184,944	2,309,494
Construction Administration	66,475	0	66,475
Contingency	0	0	0
Equipment	1,133,000	252,537	880,463
<b>TOTAL</b>	<b>6,721,738</b>	<b>3,307,551</b>	<b>3,414,187</b>

### **G. PUBLIC WORKS PROJECT SCIENCE COMPLEX – AMENDED CONTRACTS**

It is recommended that the following changes to the prime contractor's contracts be approved.

a)	DK Mechanical*	( 1,517.00)
b)	Conrod Concrete*	1,517.00
c)	Bickerton Iron**	7,327.00
d)	Advantage Painting***	8,400.00
e)	Pacific Carpets	( 8,400.00)

\* An amendment to DK Mechanical's contract from \$36,263 to \$34,746 (net decrease \$1,517) and the approval of an increase of \$1,517 to the contract of Conrod for their work on replacement of the water line. (No net increase to El Camino's construction budget)

\*\* Bickerton Iron change in the amount of \$7,327. This change order was paid for by the settlement of the Insurance claim from Tri-Span contractors for the damage done to Room 121 in the Physics building. The contract should be increased in this amount, because the insurance settlement funds have already been deposited to reimburse for this change order. (No net increase to El Camino's construction budget)

October 18, 2004

Administrative Services - 4

\*\*\* Advantage Painting change order # 2 for \$8,400 is offset by a reduction in the contract for Pacific Carpets in the same amount. (No net increase to El Camino's construction budget)

**H. PURCHASE ORDERS**

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

**Run Date  
9/30/2004**

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

**Meeting Date: 10-18-2004**

*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
P0070205	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$1,689.66
P0070377	Johnson Books	Astronomy	Instructional Supplies	\$14.19
P0070378	Royal Astronomical Society	Astronomy	Instructional Supplies	\$96.12
P0070567	Dynamix	Physical Education	Instructional Supplies	\$236.65
P0070568	Fitness Wholesale	Physical Education	Instructional Supplies	\$1,880.64
P0070569	Offside Sports	Physical Education	Instructional Supplies	\$1,086.40
P0070570	Yoga Fit	Physical Education	Instructional Supplies	\$972.19
P0070571	Fairway Sports	Physical Education	Instructional Supplies	\$2,587.28
P0070572	California Pro Sports	Physical Education	Instructional Supplies	\$950.15
P0070573	Hec Ramsey Enterprises	Parking-Student Perm	Non-Instructional Supplies	\$600.79
P0070574	Western Highway Products, Inc.	Parking-Student Perm	Site Improvements	\$278.96
P0070575	South Bay Regional Public Communi	Parking-Student Perm	New Equipment – Noninstruc.	\$1,937.04
P0070576	Pneucon	Facilities/Planning	Repairs Noninstructional	\$250.00
P0070577	Samuel French, Inc.	Fine Arts	Non-Instructional Supplies	\$45.00
P0070578	Konica Minolta Business Solutions	Presidents Office	Non-Instructional Supplies	\$92.27
P0070579	American Express Travel	Community Advancement	Transportation/ Mileage	\$307.94
P0070581	Schwalm & Associates	Facilities/Planning	Repairs Noninstructional	\$1,525.48
P0070582	Mass Press	V.P. Academic Affairs	Non-Instructional Supplies	\$34.64
P0070583	Dell Marketing L. P.	VATEA Medial / TV	New Equipment – Instruc.	\$2,726.32
P0070584	Image Solutions	Admissions/Records	Non-Instructional Supplies	\$14,663.13
P0070585	Time Clock Sales and Service	V.P. Academic Affairs	Repairs - Instructional	\$208.82
P0070586	Edward L. Kelly	Special Resource Cen	Fundraising	\$50.00
P0070587	Jo A. Madden	Special Resource Cen	Fundraising	\$81.33
P0070588	Lucinda Aborn	SRC Donations	Conferences Mgmt	\$67.86
P0070589	Julie Slark	Staff Development	Contract Services	\$200.00
P0070590	Mass Press	Cosmetology	Instructional Supplies	\$34.64
P0070591	Modern Biology, Inc.	Life Sciences	Instructional Supplies	\$77.49

P0070592	Edvotek	Life Sciences	Instructional Supplies	\$606.15
P0070593	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$200.26
P0070594	Regents of the University of Cali	Counseling Office	Conferences Mgmt	\$55.00
P0070595	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$974.91
P0070596	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$480.68
P0070597	Career Communications	Career Center	Other Books	\$175.54
P0070598	Dymo	EOPS	Non-Instructional Supplies	\$55.19
P0070599	Mass Press	EOPS	Non-Instructional Supplies	\$34.64
P0070600	Yukon Corporation	Facilities/Planning	Repairs Noninstructional	\$81.19
P0070601	Matco Tech	V.P. Academic Affairs	Repairs - Instructional	\$443.39
P0070602	Delphin Computer Supply	Fine Arts	Non-Instructional Supplies	\$192.19
P0070603	American Express Travel	Information Technolo	Transportation/ Mileage	\$144.90
P0070604	Peterson's Guides Inc.	International Student	Multi Media Advertising	\$1,840.00
P0070605	Samuel French, Inc.	Fine Arts	Non-Instructional Supplies	\$72.00
P0070606	Boca Systems, Inc.	Ctr for Arts Ticket	Non-Instructional Supplies	\$1,593.72
P0070607	Daily Breeze, the	Fiscal Services	Publications/ Periodicals	\$58.96
P0070608	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$5,588.31
P0070609	Southwestern Bag	Civic Center Fine Ar	Non-Instructional Supplies	\$799.40
P0070610	Marina Security Gate	Electrical / Mechani	Site Improvements	\$5,953.00
P0070611	L. A. County Fire Department	Facilities/Planning	Repairs Noninstructional	\$2,949.00
P0070612	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$2,087.06
P0070613	Aardvark Clay and Supplies	Art Department	Instructional Supplies	\$143.56
P0070614	NAFSA: Association of Intl. Educ	International Student	Dues And Memberships	\$590.00
P0070615	Wayne L. Perkins	Music	Repairs Parts And Supplies	\$322.45
P0070616	Archival Products	Music Library	Instructional Supplies	\$587.92
P0070617	Pepper of Los Angeles	Music Library	Instructional Supplies	\$85.94
P0070618	Amazon.Com Corporate Credit	Resource Developm./G	Publications Periodicals	\$38.94
P0070619	CSTA	ATE-Articulation Par	Conferences - Student	\$480.00
P0070620	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$482.44
P0070621	SESAC Inc.	Ctr for Arts Product	Other Services And Expense	\$369.06
P0070622	Victor Raphael	Fine Arts	Non-Instructional Supplies	\$1,500.00
P0070623	North Star Graphics	Parking-Student Perm	New Computer Equipment-No	\$330.00
P0070624	Konica Minolta Business Solutions	Physical Education	Other Instr Supplies	\$256.81
P0070625	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$2,151.03
P0070626	Springco Equip	Physical Education	Instructional Supplies	\$2,474.87
P0070627	Fairway Sports	Physical Education	Instructional Supplies	\$502.97
P0070628	Corporate Express	SRC Donations	Instructional Supplies	\$892.88
P0070629	A-1 Office Plus Att: Rosa	DSPS	Instructional Supplies	\$200.26
P0070630	Johnson Company	Health, Safety	Non-Instructional Supplies	\$209.40
P0070631	Mcmaster-Carr Supply Company	Facilities/Planning	New Equipment – Noninstruc.	\$2,597.79
P0070632	Superco Specialty Products	Electric Shop	Non-Instructional Supplies	\$728.73
P0070633	Superco Specialty Products	Automotive Shop	Non-Instructional Supplies	\$251.66
P0070634	Brookstone Equipment	Facilities/Planning	New Equipment – Noninstruc.	\$11,936.88
P0070635	Hollywood Reporter	SBA 1/1/04 to 12/31	Multi Media Advertising	\$250.00

October 18, 2004

Administrative Services - 6

P0070636	Western Highway Products, Inc.	Parking-Student Perm	Site Improvements	\$170.49
P0070637	Cppa Conference	Parking-Student Perm	Conferences Mgmt	\$285.00
P0070638	Pacific Parking Systems, Inc.	Parking-Student Perm	Site Improvements	\$12,979.17
P0070639	Zarc International	Parking-Student Perm	Non-Instructional Supplies	\$578.19
P0070640	Western Graphix	Parking-Student Perm	Non-Instructional Supplies	\$30.00
P0070641	Boise Cascade	Physical Education	Instructional Supplies	\$643.01
P0070642	National League for Nursing Accre	Nursing	Dues And Memberships	\$350.00
P0070643	Rp Group, the	VP-SCA	Dues And Memberships	\$300.00
P0070644	American Training Resources	Human Resources	Non-Instructional Supplies	\$584.09
P0070645	Ceb Passport Program	Division Office Busi	Dues And Memberships	\$1,955.00
P0070646	South Bay Economic Development	VP-SCA	Dues And Memberships	\$3,000.00
P0070647	Quality Business Machines	Admissions/Records	Repairs Noninstructional	\$62.91
P0070648	Boise Cascade	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$895.23
P0070649	Pyro-Comm Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$261.50
P0070650	Pilgrim Fence Co.	Facilities/Planning	Repairs Noninstructional	\$1,142.00
P0070651	Epos Corporation	Information Technolo	Maintenance Contracts	\$17,500.00
P0070652	Stuart Cooper	Information Technolo	Non-Instructional Supplies	\$793.94
P0070653	Wondries Fleet Division	Campus Police Depart	New Equipment – Noninstruc.	\$25,789.92
P0070654	A-1 Office Plus Att: Rosa	SRC Donations	Instructional Supplies	\$2,285.28
P0070656	Boise Cascade	Recruitment/School	New Equipment – Noninstruc.	\$1,500.52
P0070657	CCS Presentation Systems, Inc.	Division Office BSSC	Other Instr Supplies	\$408.36
P0070658	World Class Athletic Surfaces	Grounds	Replacement Equipment	\$725.50
P0070659	Archie Ivy, Inc.	Facilities/Planning	Repairs Noninstructional	\$2,865.00
P0070660	National Roofing Consultants Inc.	Roof Rpl-Tech Arts	Buildings	\$7,420.00
P0070661	American Express Travel	Admissions/Records	Conferences Mgmt	\$214.05
P0070662	Mass Press	International Student	Non-Instructional Supplies	\$34.64
P0070663	Mcmaster Carr	Physics	Instructional Supplies	\$417.84
P0070664	Ncelx Program Report	Nursing	Publications Periodicals	\$300.00
P0070665	American Express Travel	Human Resources	Other Services And Expense	\$144.89
P0070666	Kwikfile	Division Office NSci	Non-Instructional Supplies	\$74.22
P0070667	Three Star Promotions	Health Sciences	Fundraising	\$1,196.41
P0070668	Jw Pepper of Los Angeles	Radiologic Tech Dona	Non-Instructional Supplies	\$78.35
P0070669	Home Depot	Artes de El Camino	Non-Instructional Supplies	\$4,460.52
P0070670	McGraw Hill Construction	Facilities/Planning	Other Books	\$82.00
P0070671	International Smog & Auto	Facilities/Planning	Repairs Noninstructional	\$41.75
P0070672	Southern California Boiler	Facilities/Planning	Repairs Noninstructional	\$933.43
P0070673	Infinite Control Systems	Replace Business Bld	Contract Services	\$880.00
P0070674	Foundation for CA Community Colle	Architect Fees & Eng	Dues And Memberships	\$6,053.00
P0070675	Casbo Vendor Show Walnut Valley	Fiscal Services	Conferences Mgmt	\$45.00
P0070676	American Express Travel	Administration	Travel And Conference Exp	\$144.89
P0070677	Action Training Systems, Inc.	P4E INGLEWOOD FIRE	Instructional Supplies	\$50.00
P0070678	Time Clock Sales and Service	Cosmetology	Repairs - Instructional	\$80.00
P0070679	NFPA	Fire Academy/Emergen	Dues And Memberships	\$135.00

October 18, 2004

Administrative Services - 7



P0070680	Air Conditioning Contractors	Air Conditioning	Dues And Memberships	\$100.00
P0070681	Rio Grande	Art Department	Instructional Supplies	\$1,710.81
P0070682	Allcraft	Art Department	Instructional Supplies	\$282.84
P0070683	E.B. Fittler	Art Department	Instructional Supplies	\$63.58
P0070685	American Express Travel	Information Technolo	Transportation/ Mileage	\$307.20
P0070686	El Camino Community College Distr	Purchasing and Busin	Liability - Self Insuranc	\$30,000.00
P0070687	American Express Travel	Information Technolo	Transportation/ Mileage	\$138.45
P0070688	American Express Travel	Information Technolo	Transportation/ Mileage	\$212.35
P0070689	American Express Travel	I&T Div Ofc	Conferences Mgmt	\$144.90
P0070690	Lyon Supply Company	Art Department	Instructional Supplies	\$3,632.25
P0070691	Board of Registered Nursing	Nursing	Dues And Memberships	\$200.00
P0070692	Associated Collegiate Press	Humanities	Non-Instructional Supplies	\$139.00
P0070693	College Media Advisers, Mj-30	Humanities	Non-Instructional Supplies	\$135.00
P0070694	Business Publishers, Inc. Legisla	Nursing	Publications Periodicals	\$147.68
P0070695	Boise Cascade	Humanities	Non-Instructional Supplies	\$986.04
P0070696	Nursing Outlook Subscription Depa	Nursing	Publications Periodicals	\$113.00
P0070697	Parkin Design	Ctr for Arts Promo	Multi Media Advertising	\$5,314.84
P0070698	Kevin S. O'Brien	Art Department	Instructional Supplies	\$65.04
P0070699	Woodwind & Brasswind	Radiologic Tech Dona	Non-Instructional Supplies	\$337.69
P0070700	Joe H. Tanner Baseball Products	Health Sciences and	Fundraising	\$106.93
P0070701	U.S. Bank	Institutional Service	Election	\$1,355.50
P0070702	Pearson Education	Admissions/Records	Non-Instructional Supplies	\$1,411.95
P0070703	Montgomery Hardware Company	Artes de El Camino	New Equipment – Noninstruc.	\$376.49
P0070704	Advan-Tech Woodworking	VATEA I&T	New Equipment – Instruc.	\$37,014.78
P0070705	Allstar Fire Equipment	VATEA I&T	New Equipment – Instruc.	\$19,999.43
P0070706	Journey Education Marketing	VATEA Medial / TV	New Equipment – Instruc.	\$680.22
P0070707	American Express Travel	SBDC COCCC	Transportation/ Mileage	\$286.97
P0070708	Metropolitan Cooperative Library	Division Office Inst	Other Services And Expense	\$150.00
P0070709	Master Pitching Machine	Health Sciences	Fundraising	\$245.42
P0070710	Charles F. Turner	Fine Arts	Non-Instructional Supplies	\$200.00
P0070711	William J. Georges	Fine Arts	Non-Instructional Supplies	\$300.00
P0070712	Kimberly Deshazo	Fine Arts	Non-Instructional Supplies	\$200.00
P0070713	William J. Georges	Fine Arts	Non-Instructional Supplies	\$500.00
P0070714	Christian Andrade	Fine Arts	Non-Instructional Supplies	\$100.00
P0070715	3M Business Products Parts Depart	Division Office Inst	Instructional Supplies	\$117.44
P0070716	Kimberly Deshazo	Fine Arts	Non-Instructional Supplies	\$1,000.00
P0070717	Joyce Cantrell	Fine Arts	Non-Instructional Supplies	\$200.00
P0070718	Highsmith Company Inc.	Division Office Inst	Instructional Supplies	\$395.96
P0070719	Eaton Corporation Powerware Divis	Division Office Inst	Non-Instructional Supplies	\$261.16
P0070720	Oberlin College	Instructional Service	Library Books	\$25.00
P0070721	Congressional Quarterly, Inc.	Instructional Service	Library Books	\$164.00
P0070722	Congressional Quarterly, Inc.	Instructional Service	Library Books	\$49.45
P0070723	American Library Association	Instructional Service	Library Books	\$27.57
P0070724	Technology Resource Center	SBDC CITD	Non-Instructional Supplies	\$211.09

October 18, 2004

Administrative Services - 8

P0070725	Jerrold S. Root	Ctr for Arts Product	Non-Instructional Supplies	\$142.99
P0070726	Pacific Combustion Engineering	Chemistry	Instructional Supplies	\$251.83
P0070727	Southland Lumber	Ctr for Arts Product	Non-Instructional Supplies	\$787.96
P0070728	Rose Brand	Ctr for Arts Product	Non-Instructional Supplies	\$1,055.59
P0070729	Boyce Forest Products	Fine Arts	Non-Instructional Supplies	\$669.50
P0070731	L.A. A.F.B. Outdoor Recreation	Student Affairs	ASB Exp.	\$260.00
P0070732	Applecore Uniforms	Radiologic Tech Dona	Non-Instructional Supplies	\$339.91
P0070733	Seaward Inn	Health Sciences and	Fundraising	\$530.14
P0070734	Industrial Paint Co.	Ctr for Arts Product	Non-Instructional Supplies	\$69.25
P0070735	Cal Western Paint	Ctr for Arts Product	Non-Instructional Supplies	\$479.73
P0070736	Charles F. Turner	Fine Arts	Non-Instructional Supplies	\$200.00
P0070737	Sears Commercial One	Health, Safety	New Equipment – Noninstruc.	\$147.22
P0070738	Torrance Computer Services	Health, Safety	Repairs Noninstructional	\$176.19
P0070739	Boise Cascade	Humanities	Non-Instructional Supplies	\$1,295.11
P0070740	Borden Decal Co., Inc.	Parking-Student Perm	Non-Instructional Supplies	\$4,106.83
P0070741	Morey's Music Store	Music	New Equipment – Instruc.	\$5,358.38
P0070742	California Metal-X	Art Department	Instructional Supplies	\$3,658.85
P0070743	Quality Business Machines	Division Office Inst	Repairs Noninstructional	\$45.00
P0070744	California Pro Sports	Resp Therapy	Non-Instructional Supplies	\$442.78
P0070745	Comfort Inn & Suites	Health Sciences and	Fundraising	\$524.07
P0070746	Vincent Gomez	Music	Repairs Parts And Supplies	\$100.00
P0070747	Premier School Agendas, Inc.	BFAP Carry Over	Other Services And Expense	\$58,706.24
P0070748	NSTA	ATE-Articulation Par	Instructional Supplies	\$106.37
P0070749	American Express Travel	BFAP Carry Over from	Travel And Conference Exp	\$144.89
P0070750	CSTA	ATE-Articulation Par	Conferences Other	\$78.00
P0070751	Relizon	Warehouse	Inventories, Stores, Prep	\$1,262.49
P0070752	Office Max A Boise Company	Warehouse	Inventories, Stores, Prep	\$2,260.26
P0070753	Academic Senate for California Co	Academic Senate	Dues And Memberships	\$3,234.87
P0070754	LRP Publications	Counseling Office	Publications/ Periodicals	\$25.45
P0070755	Mass Press	Counseling Office	Non-Instructional Supplies	\$34.64
P0070756	Datatel, Inc.	BFAP Carry Over from	Software	\$30.00
P0070757	Fancy Floors	Carpenter Shop	Non-Instructional Supplies	\$672.23
P0070758	Displays2go	Matriculation Service	Non-Instructional Supplies	\$795.47
P0070759	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$320.00
P0070760	LRP Publications	Counseling Office	Publications/ Periodicals	\$232.85
P0070761	Lrp Publications	Counseling Office	Publications/ Periodicals	\$222.50
P0070762	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$320.00
P0070763	Dell Marketing L. P.	Counseling Office	New Computer Equipment-No	\$1,957.66
P0070764	Life-Assist Inc.	Fire Academy/Emergen	Instructional Supplies	\$131.04
P0070765	Mass Press	Fire Academy/Emergen	Instructional Supplies	\$34.64
P0070766	American Red Cross	Staff Development	Other Books	\$367.00
P0070767	CSTA	ATE-Articulation Par	Conferences - Student	\$200.00
P0070768	American Express Travel	CACT COCCC	Transportation/ Mileage	\$263.96
P0070769	Pitney Bowes Inc.	Title V CSUDH	Postage	\$131.69

P0070770	Los Angeles County Office of Educ	Human Resources	Dues And Memberships	\$7,344.00
P0070771	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$2,823.11
P0070772	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$923.07
P0070773	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$1,155.02
P0070774	Otto Frei	Art Department	Instructional Supplies	\$695.63
P0070775	Smart Beep	Nursing	Other Rentals	\$534.96
P0070776	Mass Press	Nursing	Instructional Supplies	\$34.64
P0070777	California Community College Leag	Purchasing and Busin	Self Insurance Legal Fees	\$2,000.00
P0070778	Van Lingen Body Shop	Parking-Student Perm	Other Services And Expense	\$24.50
P0070779	Telex Communications, Inc.	Ctr for Arts Product	Repairs Parts And Supplies	\$206.09
P0070780	Mass Press	SBDC Program Income	Non-Instructional Supplies	\$64.95
P0070781	A-1 Office Plus Att: Rosa	Community Advancement	New Equipment – Noninstruc.	\$161.28
P0070784	Francesca C. Bishop	Speech Communication	Instructional Supplies	\$161.82
P0070785	South Bay Regional Public Communi	Campus Police Depart	New Equipment – Noninstruc.	\$2,247.40
P0070786	E.C.C.C.D. Community Education	Parking-Student Perm	In-Service Training	\$39.00
P0070787	Video Tape Products	Audio/Visual	Instructional Supplies	\$1,035.74
P0070788	Technology Resource Center	Learning Center	Instructional Supplies	\$357.17
P0070789	Computerland of Silicon Valley	Learning Center	Instructional Supplies	\$269.82
P0070790	Logisoft Logisoft	Learning Center	Instructional Supplies	\$95.11
P0070791	Caped Convention, 2004	DSPS	Conferences Mgmt	\$2,508.00
P0070792	Riverside Publishing	DSPS	Instructional Supplies	\$105.53
P0070794	Harcourt Assessment	DSPS	Instructional Supplies	\$351.52
P0070796	Caped Convention, 2004	TECHNOLOGY & DIVERSI	Aft Contract Committee	\$480.00
P0070797	A-1 Office Plus Att: Rosa	Community Advancement	New Equipment – Noninstruc.	\$2,478.20
P0070799	Aqua-Serv Engineers Inc.	Facilities/Planning	Non-Instructional Supplies	\$3,025.80
P0070800	Mark Costello Company	Utilities	Waste Disposal	\$317.75
P0070801	Dell Marketing L. P.	Health, Safety	New Equipment – Noninstruc.	\$1,229.93
P0070802	A-1 Office Plus Att: Rosa	Health, Safety	New Equipment – Noninstruc.	\$1,527.41
P0070803	A. B. Dick Company	Copy Center	Non-Instructional Supplies	\$1,031.00
P0070805	Datavault	Information Technolo	Maintenance Contracts	\$55.00
P0070806	Staples	Telecommunications	Non-Instructional Supplies	\$305.59
P0070807	Dell Marketing L. P.	Information Technolo	Instr.CompEquip less than	\$2,485.03
P0070808	Apple Computer, Inc.	Information Technolo	Instr.CompEquip less than	\$2,488.67
P0070809	American Express Travel	WPLRC Technical Inst	Transportation/ Mileage	\$144.26
P0070810	Milt Wright & Associates, Inc.	WPLRC Skills Enhance	Other Books	\$129.85
P0070811	Rockwell Medical Supply	LA Cty Hlth Svc/Mt.	Non-Instructional Supplies	\$584.36
P0070812	NSTA	ATE-Articulation Par	Conferences Other	\$460.00
P0070813	Porta Phone Co.	V.P. Academic Affairs	Repairs - Instructional	\$361.75
P0070814	Lexis Nexis Matthew Bender	Division Office Busi	Non-Instructional Supplies	\$3,320.00
P0070815	Meest California	Univ- Silesia, Ciesz	Postage	\$100.35
P0070816	Mcmaster Carr	Physics	Instructional Supplies	\$422.36
P0070817	The Hoover Company	Physical Education	Repairs Parts And Supplies	\$12.60
P0070819	Sandra P. DeMos	CDC	Dues And Memberships	\$250.00
P0070820	Spot Up, Inc.	Health Sciences	Fundraising	\$725.91

October 18, 2004

Administrative Services - 10

P0070821	Tru West Inc	Health Sciences	Fundraising	\$394.80
P0070822	Doubletree Hotel	Health Sciences	Fundraising	\$210.56
P0070824	Brodart Co	Public Information	Non-Instructional Supplie	\$96.44
P0070825	Impact Music	Music	Instructional Supplies	\$90.00
P0070826	CCCCSSAA Riverside Community Coll	VP-SCA	Dues And Memberships	\$300.00
P0070827	Performance Publishing Group	Public Information	Multi Media Advertising	\$475.00
P0070828	Golden West Industries	Art Department	Instructional Supplies	\$1,495.09
P0070829	Hermosa Beach Chamber of Commerce	Public Information	Dues And Memberships	\$200.00
P0070830	Redondo Union High School	Public Information	Multi Media Advertising	\$1,000.00
P0070832	American Express Travel	Public Information	Conferences Mgmt	\$144.89
P0070833	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$30.00
P0070834	California Community Colleges Boa	Public Information	Conferences Mgmt	\$75.00
P0070837	New York Food	Community Advancement	Non-Instructional Supplies	\$225.86
P0070838	Ideal Glass & Mirror Inc.	Facilities/Planning	Repairs Noninstructional	\$9,201.25
P0070839	One Day Paint and Body	Facilities/Planning	Non-Instructional Supplies	\$490.84
P0070840	Law Fire Protection Company	Facilities/Planning	Other Services And Expense	\$3,924.48
P0070841	Environmental Recovery Services	Hazmat	Waste Disposal	\$2,050.00
P0070842	Sitler's Suppliers, Inc.	Productions Donation	Non-Instructional Supplies	\$465.48
P0070843	Wassco	Electronics	Instructional Supplies	\$3,808.38
P0070844	CCS Presentation Systems, Inc.	Air Conditioning	Instructional Supplies	\$4,498.52
P0070845	CCCAOE	VATEA Supplementary	Conferences Mgmt	\$2,065.00
P0070846	CCS Presentation Systems, Inc.	Cosmetology	Instructional Supplies	\$3,819.37
P0070847	Uline	Facilities/Planning	Non-Instructional Supplies	\$183.48
P0070848	Dynamic Imaging	Architectural Techno	Repairs - Instructional	\$208.00
P0070849	Sargent Welch Scientific	Physics	Instructional Supplies	\$299.43
P0070850	Dance Teacher	Theatre/Dance	Non-Instructional Supplies	\$24.95
P0070851	All Stitched Up	Radiologic Tech Dona	Non-Instructional Supplies	\$129.42
P0070852	Paradyne Credit Corp	Information Technolo	Maintenance Contracts	\$618.00
P0070853	Cole Parmer Instrument Co.	Division Office BSSC	Instructional Supplies	\$59.12
P0070855	Pointe Magazine	Theatre/Dance	Non-Instructional Supplies	\$16.95
P0070856	Pavane Publishing	Music	Instructional Supplies	\$71.79
P0070857	Culver Crest Publications	Music	Instructional Supplies	\$116.38
P0070858	G. Schirmer Rental Library	Fine Arts	Non-Instructional Supplies	\$355.00
P0070860	American Express Travel	Information Technolo	Transportation/ Mileage	\$144.90
P0070862	Western Graphics	Careers in Child Car	Instructional Supplies	\$779.40
P0070863	Delphin Computer Supply	Testing Center	Equipment	\$323.67
P0070864	Performance Pipeline Technology	Facilities/Planning	Repairs Noninstructional	\$600.00
P0070866	Xpedx	Copy Center	Non-Instructional Supplies	\$729.28
P0070868	Universal Tool Service	Ctr for Arts Product	Repairs Parts And Supplies	\$61.14
P0070869	Michael L. Stallings	Hazmat Transportation	Gasoline	\$10.00
P0070870	David M. Brown, II	EOPS	In-Service Training	\$561.33
P0070871	California Community Colleges	V.P. Academic Affairs	Conferences Mgmt	\$400.00
P0070873	Costco Wholesale Membership	Artes de El Camino	Dues And Memberships	\$80.00
P0070877	Hearlihy & Company	CADD	Instructional Supplies	\$232.44

October 18, 2004

Administrative Services - 11

P0070879	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$320.00
P0070880	Community College League of Calif	Contract Education	Conferences Mgmt	\$50.00
P0070883	Community College League of Calif	Presidents Office	Conferences Mgmt	\$285.00
P0070884	Community College League of Calif	Presidents Office	Conferences Mgmt	\$255.00
P0070885	Knorr Systems Inc.	Facilities/Planning	Repairs Noninstructional	\$1,984.99
P0070886	Machado Environmental Corporation	Facilities/Planning	Repairs Noninstructional	\$2,814.00
P0070888	Certiport Corporation	Office Administration	Software	\$944.00
P0070889	Franklin Covey	Purchasing and Busin	Non-Instructional Supplies	\$58.60
P0070891	D/K Mechanical Contractors, Inc.	Facilities/Planning	Repairs Noninstructional	\$2,582.00
P0070892	American Express Travel	SBDC CITD	Transportation/ Mileage	\$71.60
P0070893	Sars Software Products, Inc.	SARS Implementation	New Equipment – Noninstruc.	\$2,250.00
P0079019	Public Agency Law Group	Humanities Complex	Legal -Bond Projects	\$193.50
P0079023	Moore Medical Corp	Student & Community	New Equipment – Noninstruc.	\$2,086.19
P0079024	Sears Commercial One	Student & Community	New Equipment – Noninstruc.	\$529.34
P0079025	Best Buys	Student & Community	New Equipment – Noninstruc.	\$98.86
P0079026	D/K Mechanical Contractors, Inc.	Domestic Water System	Site Improvements	\$637.34
	<b>Total :</b>	<b>306</b>		<b>\$485,239.02</b>
B0070211	South Coast Air Qual	Facilities/Planning	Repairs Noninstructional	\$232.08
B0070212	South Coast Air Qual	Facilities/Planning	Repairs Noninstructional	\$3,449.93
B0070503	California Black Cha	SBA 1/1/04 to 12/31	Conferences Other	\$350.00
B0070730	El Camino Community	Purchasing and Busin	Liability - Self Insurance	\$100,000.00
B0077672	Rounds, Miller and A	SBA 1/1/04 to 12/31	Contract Services	\$1,000.00
B0077689	Ace Overseas Educati	El Camino Language	Contract Services	\$450.00
B0077693	Nonprofit Navigators	RITP Prog Training	Contract Services	\$2,000.00
B0077706	Steve Tacon	Administration	PSA Contract Services	\$1,800.00
B0077707	Sims Welding Supply	Air Conditioning And	Other Instr Supplies	\$1,300.00
B0077708	Sims Welding Supply	Automotive Collision	Other Instr Supplies	\$3,000.00
B0077709	Sims Welding Supply	Welding	Other Instr Supplies	\$13,000.00
B0077710	Crenshaw Lumber	Construction Technol	Instructional Supplies	\$2,433.00
B0077711	ECCD Petty Cash	Foster Care Ed 03-04	Other Services And Expense	\$711.00
B0077712	Cummins-Allison Corp	Fiscal Services	Maintenance Contracts	\$323.17
B0077715	E.C.C. Public Inform	KEPS	Reproduction Instruction	\$250.00
B0077716	S & B Food Services	KEPS	Other Services And Expense	\$120.00
B0077717	School Services	Institutional Service	Contract Services	\$1,200.00
B0077718	CSULA - CSU Conferen	EOPS	Contract Services	\$1,571.05
B0077719	S & B Food Services	VP-SCA	Non-Instructional Supplies	\$500.00
B0077720	S & B Food Services	VP-SCA	Non-Instructional Supplies	\$500.00
B0077721	S & B Food Services	VP-SCA	Non-Instructional Supplies	\$500.00
B0077722	S & B Food Services	VP-SCA	Non-Instructional Supplies	\$500.00
B0077723	ECCD Petty Cash	Division Office Busi	Non-Instructional Supplies	\$400.00
B0077724	Keenan & Associates	Purchasing and Busin	Excess Property	\$33,663.00
B0077725	E.C.C.C.D. Bookstore	Division Office Busi	Other Books	\$400.00
B0077726	Mass Press	Staff Development	Non-Instructional Supplies	\$575.00
B0077727	S & B Food Services	Staff Development	Contract Services	\$1,500.00

October 18, 2004

Administrative Services - 12

B0077728	ECCD Petty Cash	ILP 10/1/03 thru 06	Instructional Supplies	\$800.00
B0077729	E.C.C.C.D. Bookstore	Student Affairs	A/P Manually Generated	\$2,000.00
B0077730	Pacific Coachways	Health Sciences and	Fundraising	\$3,000.00
B0077731	Daily Breeze, the	Purchasing and Busin	Multi Media Advertising	\$1,200.00
B0077732	BUTTE COLLEGE	Information Technolo	Contract Services	\$1.00
B0077733	Keenan & Associates	Purchasing and Busin	Contract Services	\$8,000.00
B0077734	Blackbaud	Ctr for Arts Ticket	Contract Services	\$5,831.00
B0077735	Abate Tech. Internat	Hazmat	Other Services And Expense	\$1,000.00
B0077736	Paul Gallagher	Administration	PSA Contract Services	\$20,000.00
B0077737	Keenan & Associates	Purchasing and Busin	Excess Insurance Liability	\$970,200.00
B0077738	Dowden Associates	Resource Developm./G	Contract Services	\$10,420.65
B0077739	Effective Exposure	Audio/Visual	Repairs - Instructional	\$3,000.00
B0077740	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expense	\$1,000.00
B0077741	Moore Medical Corp	Health, Safety	Non-Instructional Supplies	\$1,500.00
B0077742	Enterprise Rentals	Ctr for Arts Promo	Other Services And Expense	\$800.00
B0077743	Philip Dykstra	Title V Management	PSA Contract Services	\$5,000.00
B0077744	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$200.00
B0077745	E.C.C. Public Inform	Health Services	Reproduction – Noninstruc.	\$1,000.00
B0077746	City of Hawthorne	School to Career Gra	Contract Services	\$1.00
B0077748	Disneyland Resort	Student Affairs	Contract Services	\$1.00
B0077749	Mid City Mailing Ser	SBA 1/1/04 to 12/31	Postage	\$2,000.00
B0077750	Degree & Diploma Tra	EI Camino Language	Contract Services	\$450.00
B0077751	Vecchiarelli Brother	Family Consumer Stud	Instructional Supplies	\$1,000.00
B0077752	Sew Vac Ltd.	Family Consumer Stud	Repairs - Instructional	\$2,000.00
B0077753	ECCD Petty Cash	VATEA Supplementary	Non-Instructional Supplies	\$500.00
B0077754	Keenan & Associates	Institutional Service	Legal	\$40,000.00
B0077755	Hiroshizaki Western	Life Sciences	Repairs - Instructional	\$1,000.00
B0077756	U.S. Healthworks	Human Resources	Other Services And Expense	\$2,000.00
B0077757	Schwalm & Associates	Facilities/Planning	Repairs Noninstructional	\$2,460.00
B0077758	Manhattan Beach Unif	DSPS	Contract Services	\$1.00
B0077759	Department of Justic	Institutional Service	Legal	\$3,000.00
B0077761	Intex Recreation Cor	Cact CA Employee Tra	Contract Services	\$1.00
B0077762	Medical Processor Se	Rad Tech	Maintenance Contracts	\$800.00
B0077763	Classic Cleaners and	Ctr for Arts Product	Non-Instructional Supplies	\$700.00
B0077764	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$70.00
B0077765	E.C.C. Child Dev. Ce	CCAMPIS year 1	Contract Services	\$33,856.89
B0077766	Yellow Page Director	Public Information	Multi Media Advertising	\$257.00
B0077767	Daily Breeze, the	VP-SCA	Non-Instructional Supplies	\$150.80
B0077768	S & B Food Services	Human Resources	Other Services And Expense	\$1,000.00
B0077769	Mts Inc./Tower Record	Fine Arts Dntn-Dance	Instructional Supplies	\$2,100.00
B0077772	ECCD Petty Cash	CDC	General Office Supplies	\$1,500.00
B0077774	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$30.00
B0077784	ECCD Petty Cash	Division Office Math	Instructional Supplies	\$400.00
B0077785	Cosco Fire Protection	Facilities/Planning	Repairs Noninstructional	\$1,686.00

October 18, 2004

Administrative Services - 13

B0079022	Degenkolb Engineers	Voc Ed Bldg/Manhatta	Architecture & Engineering	\$4,500.00
B67008A	C.W. Driver	Science Complex Cons	Architects And Engineers	\$156,068.56
B67078A	Ford Graphics	Science Complex Cons	Architects And Engineers	\$6,410.70
B68115A	Mtgl, Inc.	Science Complex Cons	Contract Services	\$40,000.00
B69086A	Moine Brothers	Facilities and Recei	Site Improvements	\$62,000.00
	<b><i>Total :</i></b>	<b>76</b>		<b>\$1,572,624.83</b>
	<b><i>Total POs and BPOs :</i></b>	<b>382</b>	<b><i>TOTAL :</i></b>	<b>\$2,057,863.85</b>

---

---

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

---

---

	<u>Page No.</u>
I. INFORMATION	
A. Equipment/Technology Expenditures.....	2
B. Projects Budgets.....	3
C. Citizens’ Bond Oversight Committee .....	5
II. APPROVAL	
III. RATIFICATION	
A. Purchase Orders.....	5
B. Change Orders.....	6



**I. INFORMATION**

**A. EQUIPMENT/TECHNOLOGY EXPENDITURES** – The following table reports the status of equipment purchases as of August 31, 2004.

<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
<b>Total Instructional Equipment</b>	<b>895,447</b>	<b>159,742</b>	<b>735,705</b>
<b><u>Technology</u></b>			
Information Technology Services (0608)	1,557,570	0	1,557,570
<b>Total Technology</b>	<b>1,557,570</b>	<b>0</b>	<b>1,557,570</b>
<b><u>Other Equipment</u></b>			
Admissions & Records (0613)	79,800	3,302	76,498
Health Center (0613)	5,000	0	5,000
<b>Total Other Equipment</b>	<b>84,800</b>	<b>3,302</b>	<b>81,498</b>
<b>Grand Total</b>	<b>2,537,817*</b>	<b>163,044</b>	<b>2,374,773</b>

\* Final 2004-05 Budget Book  
 Page 63      \$1,190,247  
 Page 64      1,347,570  
 \$2,537,817

**B. 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 September 30, 2004.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS</b>			
	<b>REVISED BUDGET</b>	<b>TOTAL 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	9,450	1,519,550
Athletic Education and Fitness Complex (0203)	15,718,000	143,005	15,574,995
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	37,103	6,047,793
Business Building Replacement (0205)	10,926,189	73,515	10,852,674
Central Plant (0206)	10,858,000	66,075	10,791,925
Child Development Center Phase 2 (0207)	2,525,000	15,495	2,509,505
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	6,845	1,093,155
Fire Academy Structure (0209)	791,375	4,972	786,403
Fire Program Facility (0210)	123,000	915	122,085
Health Occupations and Wellness Center (0211)	12,072,551	73,448	11,999,103
Humanities Complex Replacement (0212)	23,120,064	338,937	22,781,127
Learning Resource Center Addition (0213)	7,100,000	43,265	7,056,735
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	51,254	8,364,978
Remodeling Phase Two (0216)	157,625	1,126	156,499
Remodeling Phase Three (0217)	8,715,875	53,073	8,662,802
Science Complex Renovation (0219)	6,721,738	3,307,551	3,414,187
Signage and Wayfinding (0224)	2,600,000	31,131	2,568,869
Student Services and Activities Replacement (0220)	31,448,118	212,132	31,235,986
Temporary Space and Relocation Costs (0221)	2,000,000	57,594	1,942,406
Vocational Education Complex (0222)	22,349,821	150,885	22,198,936
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>5,383,640</b>	<b>187,699,544</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. and Lot E (0312)	81,600	195	81,405
Security Video (0313)	180,000	6,138	173,862
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	66,325	1,878,856
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b>24,727,231</b>	<b>135,757</b>	<b>24,591,474</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	35,934	4,331,798
Art & Behavioral Sciences (0502)	12,247,136	101,878	12,145,258
Auxiliary Warehouse (0504)	105,042	678	104,364
Communications (0507)	6,623,354	55,930	6,567,424
Construction Technology (0508)	943,970	8,494	935,476
Domestic Water System (0509)	2,488,800	53,133	2,435,667
Facilities and Receiving (0510)	1,985,416	88,557	1,896,859
Fire Alarm (0511)	780,800	4,397	776,403
Firelines (0512)	1,837,503	66,062	1,771,441
Hazardous Materials Abatement (0513)	200,000	80,922	119,078
Library (0515)	7,876,509	132,168	7,744,341
Marsee Auditorium (0516)	6,670,843	56,193	6,614,650
Math & Computer Sciences (0517)	10,761,643	90,499	10,671,144
Music (0518)	8,896,846	76,943	8,819,903
Natural Gas System (0519)	488,000	2,786	485,214
North Gymnasium (0520)	3,248,993	230,214	3,018,779
Physical Education and Men's Shower (0521)	3,896,871	33,338	3,863,533
Planetarium (0522)	559,465	7,378	552,087
Pool and Health Center (0523)	8,273,592	70,319	8,203,273
Primary Electrical Distribution System (0524)	13,460,000	131,379	13,328,621
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	7,329	1,306,335
Sewer System (0527)	1,964,200	10,908	1,953,292
Social Sciences (0528)	7,415,520	61,301	7,354,219
Storm Drain System (0530)	1,083,909	6,064	1,077,845
Reserve for Contingencies (0599)	8,337,328	-	8,337,328

<b>Total Health and Safety Improvements</b>	<b>117,283,489</b>	<b>2,869,158</b>	<b>114,414,332</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	292,371	831,279
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	418,781	1,352,860
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
Interfund 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>2,710,555</b>	<b>51,971,303</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>
	<b>\$394,516,464</b>	<b>\$11,099,109</b>	<b>\$383,417,355</b>

**C. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is not scheduled as of the printing of this report.

**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.

October 18, 2004

Measure "E" Bond Fund 5

Run Date  
9/30/2004

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

Meeting Date: 10-18-2004

*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
P0079019	Public Agency Law Group	Humanities Complex	Legal -Bond Projects	\$193.50
P0079023	Moore Medical Corp	Student &Community	New Equipment – Noninstruc.	2,086.19
P0079024	Sears Commercial One	Student &Community	New Equipment – Noninstruc.	\$529.34
P0079025	Best Buys	Student &Community	New Equipment – Noninstruc.	\$98.86
P0079026	D/K Mechanical Contractors, Inc.	Domestic Water System	Site Improvements	\$637.34
Total :		5	\$3,545.23	
B0079022	Degenkolb Engineers	Voc Ed Bldg/Manhatta	Architecture & Engineering	\$4,500.00
B69086A	Moine Brothers	Facilities and Recei	Site Improvements	\$62,000.00
Total :		2	\$66,500.00	
Total POs and BPOs :		7	TOTAL :	\$70,045.23

**B. CHANGE ORDERS**

None

October 18, 2004

Measure "E" Bond Fund 6

---

---

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

---

---

	<u>Page No.</u>
A. Employment and Personnel Changes .....	1-9
B. Resolution – Equivalence to Minimum Qualifications.....	9
C. New Administrator Positions Classification and Specifications.....	9, 12-17
.....	145-146
D. Reallocation and Revision of Classification and Specifications For Classified Positions .....	10, 18-22
.....	147-50
E. Revision of Classification Specifications for Classified Positions.....	10-11, 23-137
F. Revision of Classification Specifications for Supervisor Positions.....	11, 138-140
G. Eliminate Administrator Positions and Classification Specifications .....	11, 141-144
H. Volunteers .....	11

## **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 1-33 and 1-36.

### **Certificated Personnel:**

1. Retirement – Ms. Sheila Finch, full-time instructor of English, effective December 17, 2004, and that a plaque be prepared and presented to her in recognition of her service to the District since 1980.
2. Employment – Mr. William Hood, full-time/temporary instructor of Physical Education, Class II, Step 9, Academic Salary Schedule, effective August 26 through December 17, 2004.
3. Amend Employment – Ms. Susan Bickford, full-time instructor of Mathematical Sciences, Class IV, Step 5, instead of Step 4, effective August 26, 2004.
4. Amend Employment – Ms. Margaret Steinberg, full-time instructor of Anatomy and Physiology, Class II, Step 5, instead of Step 4, Academic Salary Schedule, effective August 26, 2004.
5. Amend Employment – Dr. Barbara Jaffe, full-time instructor of English as a Second Language, from Class IV, Step 14 to Class V, Step 14, effective November 1, 2004.
6. Amend Employment – Ms. Jane Terry, full-time/temporary Librarian, Class II, Step 9, effective September 13, (instead of August 26) through December 17, 2004.
7. Amend Employment – Mr. Peter Marcoux, full-time instructor of English, Class II, Step 8 to Class III, Step 8, effective November 1, 2004.
8. Amend Leave of Absence – Ms. Cynthia Bredek, effective August 28, 2004 through February 8, 2005 instead of August 26, 2005.
9. Leave of Absence (medical) – Ms. Carmen Hunt, full-time instructor of Speech, to extend medical leave from August 27, 2004 through October 31, 2004.
10. Leave of Absence (medical) (60%) – Ms. Carmen Hunt, full-time instructor of Speech, to extend medical leave from November 1 through December 17, 2004.
11. Leave of Absence (medical) – Dr. Dagmar Halamka, full-time instructor of Law, effective September 7 through December 17, 2004.
12. Leave of Absence (personal) - Ms. Julie Barden, full-time instructor of English, effective August 28, 2004 through June 10, 2005.

13. Amend Assignment – Mr. Shanon Zusman part time instructor of Music, to teach 4 Joy of Music program sections (instead of 3) and substitute as needed during the 2004-2005 fiscal year, to be paid 37.57 an hour, not to exceed \$4,400 or 117 hours, in accordance with the Agreement, Article X, Section 9(m).
14. Assignment – Ms. Susan Helfter, part time instructor of Music, to substitute for Joy of Music program as needed during the 2004-2005 fiscal year, to be paid 37.57 an hour, not to exceed \$4,400 or 117 hours, in accordance with the Agreement, Article X, Section 9(m).
15. Change in Assignment – Dr. Lucinda Aborn, full-time Director of Special Resources, to work 50% as Director of Special Resources, Range 13, Step E, and 50% as Dean of Health Sciences and Athletics, Range 16, Step B, effective September 1, 2004 through June 30, 2005.
16. Extend Assignment – Ms. Hortense Cooper, Acting Dean – Enrollment Services, Range 16, Step B, effective July 1, 2004 through June 30, 2005, unless position is filled sooner.
17. Special Assignment – Ms. Lynn Fielding, part-time instructor of Geology, to work as lab assistant for the Welding department, to be paid \$25.05 an hour, not to exceed 159 hours or \$4,000, effective October 19 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m)
18. Special Assignment – Ms. Janet Young, full-time instructor of Childhood Education, to supervise the Careers in Childcare grant funded by LA County, to be paid \$50.09 an hour, not to exceed \$16,000, effective October 19, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(a).
19. Special Assignment – Ms. Robin Abbott, part-time instructor of Horticulture, to update curriculum for the horticulture program, to be paid \$37.57 an hour, not to exceed \$2,000, in accordance with the Agreement, Article X, Section 9(m).
20. Special Assignment – The following full-time instructors to administer credit-by-examinations, to be paid \$50.09 an hour, effective August 30, 2004 through June 10, 2005, in accordance with the Agreement, Article X, Section 9(d):

Jim Alward	Mike Stallings
Vic Cafarchia	Kenneth Zion
John Carr	
Steve Cocca	
Sam Dantzler	
Ronald Dohi	
Douglas Glenn	
Harold Hofmann	
Kevin Huben	

Richard Hughes  
Walter Kahan  
Ray Lewis  
Albert Lugo  
Douglas Marston  
Ken Mays  
Chris Moran-Wisdom  
Steven Nothern  
Dan Richardson  
George Rodriguez  
John Ruggirello



21. Special Assignment – The following part-time instructors to administer credit-by-examinations, to be paid \$50.09 an hour, effective August 30, 2004 through June 10, 2005, in accordance with the Agreement, Article X, Section 9(d):

Mark Arnold	William Johnson	Nancy Schwab
Danny Barley	Mark Lapore	Franz Seifert
Henry Brown	James Lemmon	Dale Ueda
Victor de la Torre	Ed Lugo	Dan Valladares
Robert Diaz	Robert Olmsted	Emmanual Villaroman
Greg Guerrero	Rey Rojo	Phillip Walls
Charles Hamilton	Monique Schaefer	Sue Wenzlaff
Glenna Johnson	John Schwab	

22. Special Assignment – Ms. Peggy Kidwell-Udin, part-time instructor of Nursing to teach for-credit classes, as part of the WpLRC Nursing Program Contract, under Ed Code Section 87470, to be paid \$75.02 an hour, not to exceed \$3,800 or 50 hours, effective October 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

23. Special Assignment – Ms. Julie Feenstra, full-time instructor of Nursing to teach for-credit classes, as part of the WpLRC Nursing Program Contract, under Ed Code Section 87470, to be paid \$50.09 an hour, not to exceed \$3,600 or 70 hours, effective October 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14 (c).

24. Special Assignment – Ms. Kathy Stevens, full-time instructor of Nursing to teach for-credit classes, as part of the WpLRC Nursing Program Contract, under Ed Code Section 87470, to be paid \$50.09 an hour, not to exceed \$21,000 or 400 hours, effective August 30, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14 (c).

25. Special Assignment – The following part-time instructors of Nursing to teach not-for-credit nursing classes as part of the WpLRC Nursing contract, under Ed Code Section 87470, to be paid \$50.09 an hour, effective October 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

Instructor	Not to Exceed
Kathy Rosales	\$15,000 or 300 hours
Kyra Tatman	\$2,500 or 48 hours

26. Special Assignment – Ms. Kathleen DuRoss, part-time instructor of Nursing to teach not-for-credit nursing classes as part of the WpLRC Nursing contract, under Ed Code Section 87470, to be paid \$50.09 an hour, not to exceed \$7,200 or 100 hours, effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

27. Special Assignment – Mr. John Verdugo, part-time instructor of Nursing to teach not-for-credit First Aid/CPR Section of Standards for Training Certification and Watch Keeping (STCW) Program, under Ed Code Section 87470, to be paid \$50.09 an hour, not to exceed \$4,500 or 80 hours, effective October 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
28. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, to design lights and sound for Plays 1 & 2, to be paid \$1,000 for light and sound in Play 1 and \$1,500 for light design in Play 2, effective September 20 through November 14, 2004, in accordance with the Agreement, Article X, Section 14(c).
29. Stipend Assignment – The following part-time instructors of Distance Education, to move from WebCT System to Blackboard Course Management System, to be paid a one-time stipend of \$300 each, effective Fall 2004, in accordance with the Agreement, Article X, Section 9(m):
- Elizabeth Atherton, Fine Arts  
Camille Cornelius, Fine Arts  
David Pierce, Natural Sciences
30. Employment - The following part-time faculty to conduct for-credit lab courses under the WpLRC Nursing contract for Community Advancement, under Education Code 87470, to be paid the following on the Part-time Faculty Salary Schedule, effective October 1, 2004 through June 30, 2005.
- Cynthia Ashby, Class II, Step 1  
Elizabeth Butcher, Class I, Step 1  
Nina Collins, Class II, Step 1  
Keshia Bell-Daniels, Class II, Step 1  
Michelle (Ruby) Griggs-Gabbedon, Class II, Step 1  
Benson Yeung, Class II, Step 1
31. Employment – Ms. Griselda Castro, part-time Counselor, Class II, Step 1, effective October 18 through December 31, 2004.
32. Employment - The following part-time/temporary instructors to be hired as needed for the Fall 2004 semester.
- Fine Arts  
Manon Robertshaw  
Larisa Treiguts  
Shanon Zusman

Industry & Technology  
Robert Blackshear

Natural Sciences  
Virginia Miller

33. Employment - The following part-time/temporary librarians to be hired as needed for the Fall 2004 semester.

Learning Resources  
Anita Colby  
Alice Cornelio  
John Fowler  
Margaret Stevens  
Jane Terry  
Douglas Thompson

Classified Personnel:

1. Resignation – Mr. Steven Wright, Lab Technician, Range 31, Step E, Fine Arts, Academic Affairs Area, effective September 8, 2004, plus accrued vacation.
2. Termination – Ms. Gayla Gifford, Senior Clerical Assistant, Range 24, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective October 11, 2004, and that she be placed on the 39-month reemployment list.
3. Amend Disability Leave of Absence – Mr. Refugio Luna, Welder, Range 35, Step E, Facilities Planning and Services, Administrative services Area, effective July 1 through September 7, 2004 instead of September 30, 2004.
4. Amend 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 June 30, 2005, instead of October 30, 2005.
5. Personal Leave of Absence 76% - Ms. Jeannine Barba, Student Services Specialist, Counseling and Student Services Division, Student and Community Advancement Area, effective August 30 through October 20, 2004.
6. Personal Leave of Absence 50% - Ms. Griselda Castro, Student Services Advisor, Range 36, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective October 19 through December 31, 2004.

7. Personal Leave of Absence 38% - Ms. Katherine Conley, 75% Cosmetology Assistant, Range 19, Step E, Industry & Technology Division, Academic Affairs Area, effective August 30 through December 17, 2004.
8. Personal Leave of Absence 33% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective October 4 through December 17, 2004.
9. Personal Leave of Absence 12.5% - Ms. Kimberly Wilkinson, Costume Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective August 30 through December 17, 2004.
10. Amend Change of Assignment – Ms. Diane Martinez, Student Services Advisor, Range 35, Step D, from EOP&S, to Transfer Center/Counseling and Student Services Division, Student and Community Advancement Area, effective July 1 through October 29, instead of September 30, 2004.
11. Change in Assignment – Mr. Brian Krause, from 50% to 60% Program Coordinator, Special Resource Center/ Health Sciences & Athletic Division, Academic Affairs Area, effective November 1, 2004.
12. Extend Change of Classification – Mr. Taylor Robbins, Acting Director – Financial Aid, Range 13, Step 3, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective July 1, 2004 through June 30, 2005, unless position is filled sooner.
13. Change in Classification – Ms. Alana Angel, Library Media Assistant, Range 22, Step E, to Library Media Technician III, Rang ~~32~~ \*28, Step C, Learning Resources, Academic Affairs Area, effective October 1, 2004, as a result of a classification study.  
\*President Fallo read in the change during the meeting.
14. Change in Classification – Mr. Francis Baylen, from Computer Lab Specialist II, to Computer Lab Specialist, Range 36, Step D, Information Technology Services Division, Administrative Services Area, effective October 1, 2004.
15. Change in Classification – Ms. Lisa Campbell, Clerical Assistant, from Range 20 to Range 22, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective October 1, 2004.
16. Change in Classification – Ms. Victoria De la Torre, from Clerk, Range 17, Step D, to Clerical Assistant, Range 20, Step D, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2004.
17. Change in Classification – Ms. Dorothy Fowler, from Clerk, Range 17, Step E, to Clerical Assistant, Range 20, Step E, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2004.

**October 18, 2004**

**Human Resources – Administrative Services - 6**

18. Change in Classification – Ms. Adriana Lopez, from Clerk, Range 17, Step E, to Clerical Assistant, Range 20, Step E, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2004.
19. Change in Classification – Ms. Willie McGee, from Clerk, Range 17, Step D, to Clerical Assistant, Range 20, Step D, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2004.
20. Change in Classification – Ms. Bozena Morton, from Director of Resource Development/Grants Development and Management to Acting Director, Center for International Education, Range 13, Step 3, effective October 19, 2004 through June 30, 2005.
21. Stipend – Ms. Kathleen Gleason, Assistant Director of Development – Annual and Alumni Giving, Range 5, Step 4, Resource Development, Student and Community Advancement Area, to be paid an additional \$400 a month which will be reimbursed by the Foundation, for additional work assumed, effective November 1, 2004 through June 30, 2005.
22. Stipend – Mr. Rodolfo Lopez Jr., Administrative Assistant I, Range 28, Step E, Resource Development, Student and Community Advancement Area, to be paid an additional \$300 a month, for additional work assumed, effective November 1, 2004 through June 30, 2005.
23. Amend Employment – Mr. Drouett Casey, Campus Police Officer, Step A, Campus Police Division, Administrative Services Area, effective September 14, instead of October 1, 2004.
24. Employment – Ms. Melanie Doyle, Web Developer, Range 41, Step B, Public Information Division, President’s Office Area, effective November 1, 2004.

**Special Project Temporary Administrators:**

25. Change in Assignment– Ms. Michelle Arthur, Special Project Temporary Administrator, Inglewood Center, Range 4, Step 5 of the Special Project Temporary Administrator Daily Rate Schedule, from Community Advancement Area to Student and Community Advancement Division, effective October 19, 2004.

**Temporary Classified Services Employees:**

- 26. Ms. Mary Anne Chappelaear - Program Clerk, Range 17, Step A, Learning Resources, Academic Affairs Area, to work 10 hours per week as needed in the Music Library, effective October 1, 2004 through June 30, 2005.
- 27. Mr. Llewellyn Chin – Administrative Assistant I, Range 28, Step A, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective October 19, 2004 through June 30, 2005.
- 28. Ms. Melanie Doyle - Web Developer, Range 41, Step A, Public Information Division, President’s Office Area, effective October 19, 2004 through October 31, 2004.
- 29. Mr. Alonzo McDonald – Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area to work on-call, as needed for the 2004-2005 fiscal year, effective November 1, 2004 through June 30, 2005.
- 30. Ms. Alin Sanchez – Administrative Assistant I, Range 28, Step A, Bookstore Division, Administrative Services Area, effective November 1, 2004 through February 28, 2005.
- 31. Ms. Shirley Snider - Administrative Assistant II, Range 31, Step E, Mathematical Sciences Division, Academic Affairs Area, effective September 13 through October 15, 2004.
- 32. The following individuals to work as Human Resources Technician I, Range 4, Step A (Confidential Salary Schedule), Career Placement /Community Advancement Division, Student and Community Advancement Area, effective October 19, 2004:  

Carla Chavarria	Lisa Yaguchi
-----------------	--------------
- 33. The following individuals to work as Laboratory Technician I, Range 27, Step A, Fine Arts Division, Academic Affairs Area, effective October 19, 2004 through June 30, 2005:  

William Perez Jr.	Terry Moore	Jennifer Segundo
-------------------	-------------	------------------
- 34. The following individuals to work as - 50% Senior Clerical Assistant, Range 24, Step A, Information Technology Services Division, Administrative Services Area, to work 16 – 24 hours per week, effective October 19, 2004 through June 30, 2005.  

Beverly Rouse	Michele Moore
---------------	---------------

35. The following individuals to work as Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, to work as needed for the 2004 – 2005 fiscal year, effective October 20, 2004:

Henry H. Lowe IV

Micah Salinas

36. The following individuals to work as Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to work as needed for the 2004 – 2005 fiscal year, effective October 20, 2004:

Eric Bleuer

Clifford J. Shakun

Isaac Granado

Aki M. Vasquez

**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:

**Fine Arts**

Larisa M. Treiguts, Dance

**C. NEW ADMINISTRATOR POSITIONS AND CLASSIFICATION SPECIFICATIONS:**

It is recommended that the Board approve the classification specifications for the following new Administrator positions, effective October 19, 2004, as shown on pages 12-17.

Director, Center for International Education

Director, Research and Planning

**October 18, 2004**

**Human Resources – Administrative Services - 9**

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

It is recommended that the Board approve the reallocation and revision classification specifications for the following Classified positions, effective November 1, 2004, as shown on pages 18-22.

Event Specialist – Career and Transfer Center, Honors Transfer Program

~~\*Lead Accounting Technician~~ \* Item pulled.

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

It is recommended that the Board approve the revision of classification specifications for the following classified positions, effective November 1, 2004, as shown on pages 23-137.

Accounting Assistant I  
Accounting Officer  
Assistive Computer Technology Specialist  
Assistant Accounting Clerk  
Athletic Assistant  
Athletic Trainer (reviewed, not revised)  
Bookstore General Merchandise Buyer Assistant  
Bookstore Textbook Buyer  
Bookstore Textbook Buyer Assistant  
Business Systems Analyst  
Cabinet Maker  
Child Development Center Technician (no longer Specialist)  
Computer Systems Support Technician  
Data Entry Operator  
Delivery Driver  
Electronics Technician II  
Help Desk Consultant  
Information Systems Tech Specialist  
Instructional Assistant  
Lab Technician II  
Laundry Assistant  
Library Media Technician I  
Library Media Technician II  
Library Media Technician III  
Library Media Technician IV  
Machine Tool Technician  
Network Technician  
Operations Officer Region IX Interpreter Training Consortium (RITC) (reviewed, not revised)  
Pool Maintenance Worker  
Production Specialist I



Production Specialist II  
Program Coordinator  
Programmer Trainee  
Promotion Assistant  
Senior Accounting Technician  
Sound Technician  
Telecommunications Technician  
Theatre Assistant  
Theatre Technician  
User Support Technician  
Utility Worker  
Web Developer

**F. REVISION OF CLASSIFICATION SPECIFICATIONS FOR SUPERVISOR POSITION:**

It is recommended that the Board approve the revision of classification specifications for the following Supervisor position, effective November 1, 2004, as shown on pages 138-140.

Staff Development Coordinator

**G. ELIMINATE ADMINISTRATOR POSITIONS AND CLASSIFICATION SPECIFICATIONS:**

It is recommended that the Board approve the elimination of classification specifications for the following Administrator positions, effective October 19, 2004, as shown on pages 141-144.

Director of Institutional Research  
Dean - Planning, Research and Development

**H. 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:

Jim Aglipay  
Ashley Baez  
Blen Burke  
Colette Toomer Cruz  
Nicholas Gerrard  
Juliane Hoskins  
Jesse Jimenez  
Teri Johnson

Dewayne Jones  
David Kirkwood  
Kara Kumelos  
Jennifer Lew  
Richard Martinez  
Tracey Miller  
Mallory Morishita  
Brenda Naranjo

Irene Pedersen  
Sean Richmond  
Charles Shaffer  
Delnaz Shervanloo  
Leslie Suzawa  
Marretta Thompson  
Maria Vargas

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR, CENTER FOR INTERNATIONAL EDUCATION**

**BASIC FUNCTION:**

The Director, Center for International Education provides leadership in enhancing the international dimensions of the culture of El Camino College and creates opportunities for international activities, programs and initiatives.

**REPRESENTATIVE DUTIES:**

Plan, promote, direct, and coordinate international/intercultural education programs and activities for the District including, but not limited to, international student program, language academy, international exchanges involving faculty, staff and administrators, international grants, and the Study Abroad program.

Oversee international student recruitment activities.

Direct the implementation of an international/intercultural strategic plan for the College.

Coordinate international/ intercultural services including an information/resource center and website.

In collaboration with Admissions and Records, Academic Divisions, the Director of Public Relations and Marketing and others, direct the development and implementation of a communication and marketing strategy for international programs.

Work with the college divisions to identify international instructional, business and research opportunities.

Obtain external funding for international/intercultural program activities and oversees administration of all grants related to international/ intercultural education.

Represent and promote El Camino College in matters of international education both nationally and internationally.

Prepare and manage operational budgets.

Train, supervise and evaluate the performance of assigned staff.

Compile, complete and submit local, state and federal reports as required.

Perform related duties as assigned.

**October 18, 2004      Human Resources – Administrative Services - 12**

**KNOWLEDGE AND ABILITIES:**

Requires knowledge of any of the following: international and intercultural education, international curriculum development, study abroad programs, international industry-based training, international student recruitment strategies, English as a Second/Foreign Language programs.

Requires knowledge of *Student and Exchange Visitor Information System (SEVIS)* reporting requirements.

Requires the ability to: plan, organize, and direct complex programs; establish and maintain strong working relationships with faculty, administrators, staff and students; effectively communicate verbally and in writing; approach problems objectively and present findings, conclusions, and recommendations clearly; exercise good judgment, diplomacy, and patience; and meet schedules and timeframes.

**EDUCATION AND EXPERIENCE:**

Master's degree in international education, multicultural education, education or a related field.

Managerial work experience in the field of international education and experience in dealing with educational partnerships.

Demonstrated skills in collaboration and developing partnerships, and a commitment to international education in a college setting.

Demonstrated ability to plan and coordinate activities of complex programs.

**DESIRABLE QUALIFICATIONS:**

Experience managing international education programs in a community college or university setting.

Experience working or living overseas in a diverse cultural environment.

Outstanding interpersonal and communication skills, including ability to communicate effectively across cultures.

Fluency in a second language.

**WORKING CONDITIONS:**

Office work environment.

Requires travel

Attend multiple meetings.  
Extended periods of sitting  
Hand and finger dexterity for computer use.

Administrator Salary Schedule Range 13  
Board Approved: October 18, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**CLASS TITLE: DIRECTOR – RESEARCH AND PLANNING**

**BASIC FUNCTION:**

Under the direction of the Vice President-Student and Community Advancement, plan, coordinate and implement institutional effectiveness projects; coordinate the District's planning efforts; design and execute research projects and planning initiatives that inform decision-making, planning, and policy formulation for the District, students, and the programs offered; perform statistical and analytical institutional research; provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation; work in a multi-cultural, diverse student, staff, and community population; supervise and evaluate the performance of assigned personnel; and administer the program budget.

**REPRESENTATIVE DUTIES:**

Coordinate and implement, in cooperation with other staff, the District's strategic and master planning processes and assure the linking of planning to budgeting.

Facilitate planning sessions with large and small groups.

Coordinate activities related to the evaluation and accomplishment of institutional goals stated in the Strategic Plan, and the goals in Program Reviews, the Comprehensive Master Plan, and the Accreditation Self-Study.

Effectively collaborate and communicate with faculty, administrators, and staff to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student enrollment and profile data, and program review.

Plan, coordinate and implement institutional research projects; design and execute surveys and research projects that will provide information about the District, students, and programs offered for administrative decision-making, institutional reporting and publications.

Assist faculty and administration to evaluate the effectiveness of instructional and non-instructional programs and services and to conduct classroom research.

Assist college staff in the preparation of questionnaires and survey instruments; identify primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, instructional planning and development.

Design, maintain, manipulate and query specialized databases and information systems for research, planning, and institutional accountability.

Coordinate activities related to the evaluation and accomplishment of goals for Program Review, Partnership For Excellence, Accreditation, and the Comprehensive Master Plan.

Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.

Provide technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities.

Evaluate and respond to requests originating inside and outside the institution.

Compile, complete and submit local, state and federal reports as required.

Develop and administer the office budget; and train, supervise, and evaluate the performance of assigned staff.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Requires knowledge of and proficiency with: strategic and comprehensive master planning; facilitation techniques; research theory and methodology; advanced applied statistics; report writing; survey design; personal and client server computer systems; and be familiar with State and Federal accountability reporting requirements.

Requires the ability to: plan, organize, conduct and participate in analytical studies; establish and maintain strong working relationships with faculty, administrators, staff and students; facilitate groups and build consensus; analyze and interpret complex data; effectively communicate verbally and in writing; approach problems objectively and present findings, conclusions, and recommendations clearly. Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs; meet schedules and timeframes; and apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.

An understanding of California community college and higher educational issues.

Familiarity with computerized database structures, and experience extracting data using query/programming languages.

**EDUCATION AND EXPERIENCE:**

Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.

Demonstrated sensitivity and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.

Demonstrated an understanding of the following in previous positions: the principles of administration, supervision and training; planning and organizing work; accessing information; evaluating programs and personnel; communicating effectively orally and in writing; budgeting and managing funds; departmental needs in the context of the planning, research, and institutional accountability; and working collaboratively with others.

**DESIRABLE QUALIFICATIONS:**

A Doctorate and relevant experience in an educational setting and three years of demonstrated institutional effectiveness experience including planning and research are preferred.

At least 12 units of upper division or graduate semester units in research design and/or applied statistics is preferred.

**WORKING CONDITIONS:**

- Office work environment.
- Hand and finger dexterity for computer use.
- Vision display terminal (VDT) screen.
- May have to move from one work area to another as needed.
- Attend multiple meetings.
- Extended periods of sitting.

Administrator Salary Schedule Range 13  
Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: EVENT SPECIALIST - Career and Transfer Center, Honors Transfer Program**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor of the Career and Transfer Center, assists by coordinating the logistics of all events sponsored by the Career and Transfer Center and the Honors Transfer Program.

#### **REPRESENTATIVE DUTIES:**

Confer with the coordinators and advisors to ascertain the necessary event requirements and to ensure the smooth running of such events, i.e. university transfer fairs, majors fair, internship fair, university campus tours, career tours, transfer workshops, career workshops, university application workshops, receptions, seminars, and meetings.

Coordinate all event requirements including requests for facilities set-up, advertising and promotion, catering, decoration, transportation, accommodations, and room reservations.

Coordinate student sign-up procedures for various tours and workshops.

Train and provide work direction to student assistants and other personnel as assigned. Assign and oversee appropriate student assistants and student volunteers for various events.

Confirm event participation with various representatives. Correspond with participants regarding location, time of event, parking, and directions.

Coordinate event information with campus police and communicates parking needs for events.

Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities and events.

Maintain resource library of catalogs and reference books. Coordinate acquisition of university catalogs. Oversee mailing of the El Camino College catalog to educational institutions.

Maintain various records and files related to specialized functions of assigned area; compile information for reports as required.

Prepare and process forms, applications and other documents according to established program requirements and College policies.

Perform related duties as assigned.



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Event organization and management  
Logistical coordination of fairs, receptions, tours, workshops and other events  
Interpersonal skills, using tact, patience and courtesy  
Promotional and marketing strategies  
Oral and communication skills

Basic computer operation

**ABILITY TO:**

Plan, organize and promote events.

Maintain program budget and cost estimates.

Train and provide work direction to casual and student employees.  
Operate a computer and assigned office equipment.  
Communicate effectively both orally and written.  
Work independently with little direction.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Understand and follow written directions.

**EDUCATION AND EXPERIENCE:**

College degree(s) or combination equivalent to two (2) years of college course work and three (3) years of progressively related experience; one year of supervisory experience is desirable.

**WORKING CONDITIONS:**

May be required to drive offsite locations periodically.

Move from one work area to another

Hand, wrist, finger dexterity to operate various office machines  
Interact with a variety of individuals  
Lift up to 25 lbs.  
Work under tight timelines

Classified Salary Range 34

Reallocated and Board Approved: October 18, 2004

~~EL CAMINO COMMUNITY COLLEGE DISTRICT~~

~~CLASS TITLE: LEAD ACCOUNTING TECHNICIAN~~

~~BASIC FUNCTION:~~

~~Under the direction of an assigned supervisor outside of the Fiscal Services Division, perform technical accounting duties in an enterprise (retail) environment. Lead, train, coordinate and provide work direction to subordinate personnel.~~

~~DISTINGUISHING CHARACTERISTICS:~~

~~The Lead Accounting Technicians direct complete functional areas outside of the Fiscal Services Division. Accounting Technicians perform technical accounting duties in assigned functional areas of ancillary services involving complete sets of books. The Senior Accounting Technician performs complex and difficult duties, assisting in the preparation, maintenance and review of District accounting, budgetary and fiscal records and District reports.~~

~~REPRESENTATIVE DUTIES:~~

~~Perform technical duties in an assigned area of accounting.~~

~~Monitor and coordinate workflow and assure the timely completion of duties assigned to the unit.~~

~~Monitor, adjust, reconcile, balance and maintain assigned accounts; record deposits, review transactions and transfer funds according to established procedures.~~

~~Assure compliance with District fiscal policies and procedures, applicable laws and regulations and generally accepted accounting principles.~~

~~Prepare and review accounting and financial reports for assigned unit; maintain accounting records, ledgers and reports.~~

~~Review financial reports and computer printouts to assure the accuracy and completeness of information; detect, trace and correct errors and discrepancies.~~

~~Prepare comprehensive financial reports as required by the District, State, or other agency.~~

October 18, 2004

Human Resources – Administrative Services - 20

~~Compile, organize, research and verify financial and statistical information for inclusion in various records and reports.~~

~~Prepare and process a variety of documents including warrants, invoices, reimbursement claims, receipts, requisitions and other forms and materials involved in financial transactions.~~

~~Perform customer service duties including inquiries and problem solving.~~

~~Provide information to District personnel, students, vendors and others regarding various accounts, fees and records related to assigned area.~~

~~Coordinate communications and accounting activities with other District departments and personnel governmental agencies and private organizations.~~

~~Operate office machines and equipment including computer terminal personal computer, typewriter, calculator and copier.~~

~~Audit accounting to assure proper internal controls; assist external auditors as assigned.~~

~~Perform related duties as assigned.~~

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ~~Accounting principles, practices and procedures.~~
- ~~Financial and statistical record keeping techniques.~~
- ~~Modern office practices, procedures and equipment.~~
- ~~District organization, operations, policies and objectives.~~
- ~~Oral and written communication skills.~~
- ~~Applicable sections of State Education Code and other applicable laws.~~
- ~~Technical aspects of field of specialty including software related to field.~~
- ~~Interpersonal skills using tact, patience and courtesy.~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~
- ~~Principles of providing training and work direction.~~

**ABILITY TO:**

- ~~Prepare and maintain complex financial statements and reports related to payroll, financial aid, ancillary services or the ticket office.~~
- ~~Train and provide work direction to others.~~
- ~~Assign and review the work of others.~~
- ~~Prepare and maintain complex financial statements and reports related to assigned areas in ancillary services.~~
- ~~Analyze situations accurately and adopt an effective course of action.~~

~~Operate standard office machines including calculator, computer terminal, typewriter and copier.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Read, interpret apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.~~

~~EDUCATION AND EXPERIENCE:~~

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

~~WORKING CONDITIONS:~~

~~Typical office setting.  
Extensive use of computers.  
Dexterity of hands and fingers to operate a keyboard.  
Exchange information in persona and on the telephone  
Sit for extended periods of time.  
Lift and carry up to 25 pounds.  
Move from one work area to another as needed.  
High volume phone usage.~~

~~Classified Salary Range 34~~

~~Revised and Board Approved: October 18, 2004~~

~~\*Item pulled from agenda and no substitutions were made.~~

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ACCOUNTING ASSISTANT I**

#### **BASIC FUNCTION:**

**Under the direction of an assigned supervisor, prepare, monitor and maintain financial and statistical records; receive, disburse and maintain records related to cash receipts.**

#### **DISTINGUISHING CHARACTERISTICS:**

**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 II class operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts. 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 routine clerical accounting duties in an assigned area such as financial aid, accounts payable or other accounting area.**

**Perform cashier duties collecting cash and making change; balance and maintain cash drawer or box; prepare monies for bank deposits.**

**Assemble, match, tabulate, sort, post and enter financial data into a personal computer as assigned; compute and verify extensions.**

**Receive, disburse, total and reconcile daily cash receipts or disbursements.**

**Prepare, check and process financial forms including warrants, requisitions, purchase orders, vouchers, invoices and other similar fiscal documents.**

**Sell tickets to theater performances, athletic contests and special events.**

**Assist in preparing financial and statistical records and reports.**

**Operate a variety of equipment including personal computers I, typewriter, calculator, cash register and copier.**

**Assist other clerical accounting personnel in the preparation and maintenance of other accounts as assigned.**

**Perform clerical duties in assigned area such as typing, filing, answering telephones and assisting students and the public at a counter or window.**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Financial and statistical record-keeping techniques.  
Methods and techniques of recording, receiving and disbursing cash.  
Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Operation of office equipment.

**ABILITY TO:**

Perform routine clerical accounting duties in an assigned area.  
Receive, count, receipt and maintain records related to cash collected or disbursed.  
Add, subtract, multiply and divide quickly and accurately.  
Learn department and program objectives and goals.  
Learn to operate a personal computer and calculator.  
Operate office equipment according to assigned area.  
Type at an acceptable rate of speed.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Make change quickly and accurately.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school and one year of cash record-keeping or financial record-keeping experience.**

**WORKING CONDITIONS:**

**Typical office setting.**  
Extensive use of personal computer.  
Long periods of sitting.  
Hand/fingers dexterity.  
Lift and carry up to 25 pounds.  
Move from one work area to another as needed.

Classified Salary Range 22

Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:            ACCOUNTING OFFICER**

**BASIC FUNCTION:**

**Under the direction of the Director of Accounting, perform complex technical accounting, financial reporting, disbursements and/or payroll duties; coordinate day-to-day office operations; maintain and review accounting, budgetary and fiscal records, documents, and reports, assuring accuracy and conformance with established procedures; lead, train, coordinate, and provide work direction to fiscal services staff..**

**DISTINGUISHING CHARACTERISTICS:**

The Accounting Officer directs complete functional areas such as payroll, accounts payable, registration, fee collection, and financial aids accounting.

**REPRESENTATIVE DUTIES:**

**Perform very complex and analytical technical accounting and auditing work in the preparation, maintenance, and review of financial records, accounts, disbursements, payroll, vendor payments, and reports; assure compliance with applicable rules, regulations, policies, and procedures.**

Prioritize, assign work, and provide training within the unit.

Maintain area activities and communicate, both orally and in writing, with the Department of Education at the State and Federal levels, State Chancellor's Office, Los Angeles County Office of Education, Department of Health and Human Services, other Federal, State, and local agencies as well as other divisions and project directors.

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

Lead, train, and provide work direction to Fiscal Services staff; monitor and coordinate workflow; assure the timely completion of duties assigned to the unit.

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

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

Provide work direction and guidance to assigned clerical accounting personnel and support staff; assist in selecting personnel and provide input concerning work performance. Assure compliance with District, State, and Federal policies and procedures, applicable laws and regulations and generally accepted technical principles.

Prepare reports for assigned unit; maintain records, ledgers, and reports.

Prepare comprehensive reports as required by the District, State, Federal government, or other agency.

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

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

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

Prepare cash flow and cash balance reports to optimize the management of the cash needs of the District. Prepare financial reports needed to enable the District to issue Tax Revenue Anticipation Notes, Grant Anticipation Notes, and Certificate of Participation.

Provide information to District personnel regarding area's requirement and financial transactions, procedures, and errors; answer questions; intervene, and resolve problems related to the specific area assigned.

Audit and advise support staff regarding various documents/forms involved in specific *area* operations, i.e., invoices, requisitions, purchase orders, warrants, cash receipts, time sheets, journal entries, and promissory notes.

Prepare audit reports and audit area operations to assure proper internal controls; assist external auditors as assigned.

Monitor data entry to County and District files to assure accuracy of data.



Monitor cash collections during registration with Admissions staff when collections are made outside Accounting Officer and monitor disbursement of Financial Aid checks to students.

Review and interpret Federal, State, County, Los Angeles County Office of Education, District and other regulations, laws, policies, and procedures relating to accounting, disbursements, payroll, and vendor payments.

Participate in task forces, meetings, and the selection of new staff members.

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

Research and recommend process improvements to provide timely and more efficient use of resources.

**Participate in task forces, meetings, and the selection of new staff members.**

Operate office machines and equipment including computer terminal, personal computer, typewriter, calculator, and copier.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Specific area's rules, regulations, principles, practices and procedures.

Thorough record-keeping techniques.

Modern office practices, procedures, and equipment.

District organization, operations, policies, and objectives.

Oral and written communication.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field specialty and principles of providing training and work direction.

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

**ABILITY TO:**

**Prepare and maintain complex office operations and reports related to specific area.**

Organize day-to-day operations of specific area.

Train and provide work direction to others.

Assign and review the work of others.

Analyze situations accurately and adopt an effective course of action.

Operate standard office machines including calculator, computer terminal, typewriter and copier.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply, and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Use tact, patience and courtesy in interpersonal interactions.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Accounting or related business major and four years of direct, increasingly responsible experience required.

Direct related and increasingly responsible work experience in excess of the four years required and two years of college level course work may be substituted for the required bachelor's degree. Eight years of increasingly responsible direct work experience in excess of the four years required may be substituted for the bachelor's degree requirement.

**WORKING CONDITIONS:**

Dexterity of hand 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.

Classified Salary Schedule Range 39  
Revised and Board Approved: October 18, 2004

COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ASSISTIVE COMPUTER TECHNOLOGY SPECIALIST**

**BASIC FUNCTION:**

Under the direction of the Special Resource Center assigned supervisor, oversee the maintenance of the hardware/software access technology and operations within the High Teach Center and throughout the campus to meet the needs of access technology for students with disabilities. Install and provide ongoing support for access technology for all students with disabilities and staff on campus to include compatibility with institutional standards, Internet and WWW access.

**X. REPRESENTATIVE DUTIES:**

Make recommendations on the purchase of computer systems, associated peripherals, software, and assistive technologies.

Install and configure specialized hardware and/or software systems.

Perform basic diagnostic and repair functions on computer systems, networks, associated peripherals, software, and assistive technologies.

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

Serve as primary contact person within computer labs for situations relating directly to assistive technology.

Assist students and faculty with various software/hardware related questions.

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

Recruit, select, train and oversee work-study assistants, casual workers and volunteers.

Track individual student progress and provide technical assistance.

Interact and collaborate with Information Technology Services and college faculty in providing assistive access technologies in the mainstreamed classroom.

Install and support assistive access technologies in classrooms and computer labs.

Assist with managing budget for assigned area.

**October 18, 2004      Human Resources – Administrative Services - 29**

**ASSISTIVE COMPUTER TECHNOLOGY SPECIALIST (continued) Page 2**

Assist in the development and implementation of goals, objectives, and priorities for the High Tech Center.

Coordinate repairs and updates with vendors.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation, maintenance, diagnostic, and basic repair procedures for assistive technology integration with PC/Macintosh computers.

Strong Windows skills to include batch files, hard disk configuration, and recovery programs.

Operations and procedures for LAN/WAN software.

Word Processing, Database, and Spreadsheet programs.

Educational intervention techniques for disabled students in an instruction setting.

Principle of providing training and work direction.

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

**ABILITY TO:**

Provide assistive technical support throughout the campus.

Trouble shoot hardware and software incompatibility associated with the use of assistive computer technologies and refer for vendor servicing when appropriate.

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Organize day-to-day operations of the High Tech Center

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 PC's and software.

Exercise independent judgment within established procedures.

**EDUCATION AND EXPERIENCE:**

BA in related field plus three years related experience or equivalent combination of education and related experience.

**WORKING CONDITIONS:**

Laboratory Classroom environment setting

Extensive computer work

May be required to lift and carry up to 25 lbs.

Move from one work area to another as needed.

Fine and gross motor manual dexterity

May sit and stand for long periods of time.

Classified Salary Range 41

Revised and Board Approved: October 18, 2004

**October 18, 2004 Human Resources – Administrative Services - 30**

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ASSISTANT ACCOUNTING CLERK**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform routine and general clerical duties including filing, maintaining records and provides routine, factual information to office visitors and callers.

### **REPRESENTATIVE DUTIES:**

**Assist in the performance of routine accounting duties in support of an assigned program, office or function.**

Prepare and maintain numerical and alphabetical records; file materials and update information; prepare file folders as needed.

Compile information from clearly indicated sources; organize data for inclusion in records and reports.

**Collect fines or fees and issue receipts; calculate totals and sub-totals and maintain related records.**

Provide routine, factual information to office visitors and callers.

**Process and prepare simple forms related to the assignment.**

Copy and distribute bulletins, memoranda and other materials as requested.

Open, screen and route mail.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Modern office practices and procedures.

Basic record-keeping techniques.

Telephone techniques and etiquette.

#### **ABILITY TO:**

Perform clerical/accounting duties such as filing, duplications and answering telephones.

Maintain routine records.

Learn department and program objectives and goals.

Understand and follow oral and written directions.

Use good English and spell correctly.

Make simple arithmetical computations.

Learn to operate office equipment, including personal computers and calculator.

**October 18, 2004 Human Resources – Administrative Services - 31**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school.

**WORKING CONDITIONS:**

**Typical office setting.**

Extensive computer work.

Long periods of sitting.

Hand and finger dexterity to use keyboard/calculator.

Lift and carry up to 25 pounds.

Move from one work area to another as needed.

Classified Salary Range 15

Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:           ATHLETIC TRAINER**

**BASIC FUNCTION:**

Under the direction of the Dean of Health Sciences and Athletics, assist the Senior Athletic Trainer in the development and implementation of a program for the prevention and care of athletic injuries to student athletes; administer first aid and emergency care; treat injuries and provide rehabilitation according to medical directions and standard medical practice.

**REPRESENTATIVE DUTIES:**

Devise and recommend methods of preventing injuries and provide long term reconditioning programs as necessary.

Inspects dressing rooms, showers, playing fields, and athletic equipment to eliminate hazards.

Administer first aid and emergency medical care including lifesaving procedures to student athletes.

Administer light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments as directed by physicians.

Operate related therapy equipment employing properties of heat, cold, water, sound and electricity.

Attend teams on trips and at home games.

Assist College physician and health personnel with health screening examinations for athletes.

Recognize athletic injuries and take appropriate steps in managing injuries including referral to appropriate medical facilities.

Maintain accurate and detailed injury and treatment records of athletes and others treated.

Maintain the Athletic Training Room and equipment in a clean and orderly condition.

Assist in the development of off-season conditioning programs for athletes.

Develop and maintain positive and effective working relationships with athletes, coaches, athletic department staff and health center personnel.

Assist in the preparation of the budget for athletic first aid supplies and equipment for approval by the Dean.

**October 18, 2004**

**Human Resources – Administrative Services - 33**

Make decisions concerning the participation status of injured athletes following guidelines from the standard orders.

Facilitate communications between athletes, coaches, parents, college and community concerning assessment of health and physical status of the athletes.

Assist athletes, students and staff in the submission of athletic insurance claims.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, practices, terminology, and procedures used in athletic training activities including recognition and prevention of injuries.

Principles and techniques used in the application of light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments.

Principles and practices of providing work direction.

Principles and techniques of physical conditioning and exercise.

Policies, procedures and objectives of physical education and athletic programs.

Advanced principles of anatomy and physiology.

Symptoms of various athletic injuries and applicable treatment and first aid methods.

Various types of therapeutic treatments, equipment and conditioning programs.

Laws and rules regulations involved in assigned activities.

Oral and written communication skills.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Assist in the development and implementation of a program for the prevention of injuries to physical education students and athletes.

Administer first aid and emergency medical care.

Recognize injuries, treat injuries and provide rehabilitation according to authorized medical directions.

Oversee and provide direction to athletic training interns.

Assist in the preparation of the budget for athletic first aid medical supplies and equipment for approval by the Dean.

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

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Meet schedules and timelines.



Establish and maintain cooperative and effective working relationships with others.  
Understand and work within the scope of authority.  
Maintain records and prepare reports.  
Learn and apply budgeting methods and practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in physical education or related field and sufficient experience required for certification.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license: National Athletic Trainers Association (NATA) Certification: First Aid and CPR certification.

**WORKING CONDITIONS:**

Interact with a wide variety of individuals.  
Variable working hours; weekend assignments.  
Ability to lift up to 75 lbs.  
Indoor and outdoor work.  
Twisting, standing, reaching and bending required.

Classified Salary Range 35

Reviewed and Board Approved: October 18, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:       ATHLETIC ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Dean of Health Sciences and Athletics, performs a variety of responsible services for students including coordinating and implementing assigned programs and services provided by the division.

### **REPRESENTATIVE DUTIES:**

**Assist with on and off campus athletic events by arranging for facilities and transportation for other personnel as required.**

Assist with maintenance of budgetary ledgers and expenditure controls.

Provide athletic information for publicity events.

Assist with determining athletic eligibility for intercollegiate competition; analyze data and make recommendations for appropriate action; assist coaches in the organization of special events, awards and others; maintain lists and files as directed.

**Facilitate and prepare schedules and budgets for community recreation events and programs as directed.**

**Assist with the purchase and care of equipment; arrange for repair and maintenance of equipment on and off campus; arrange for athletic grounds care for various sporting activities.**

**Prepare correspondence providing information as requested with regard to the athletic and academic program.**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Functions and operations of an athletic program.

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

Modern office practices, procedures and equipment.

Record-keeping techniques.

A wide variety of athletic equipment and its application.

#### **ABILITY TO:**

Work independently on a variety of assignments requiring paraprofessional and occasional professional skills.

**October 18, 2004**

**Human Resources – Administrative Services – 36**

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: College-level course work in physical education and three years experience in related physical education programs.

**WORKING CONDITIONS:**

Typical office setting.

Standing and sitting for long periods of time.

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

Move from one work area to another as needed.

Hand, wrist and finger dexterity.

Classified Salary Range 25

Revised and Board Approved: October 18, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: BOOKSTORE GENERAL MERCHANDISE BUYER ASSISTANT

#### BASIC FUNCTION:

Under direction of the Assistant Director - Bookstore, perform technical and complex assignments within the general merchandise department; analyze and prepare data for computerized systems; maintain and review complex records and files assuring accuracy and completeness; and operate computerized point-of-sale cash register system.

#### DISTINGUISHING CHARACTERISTICS:

The Bookstore General Merchandise Buyer Assistant assists in all phases of general supplies, art, engineering, gift, clothing, trade and general reference books and computer software acquisitions and returns, special orders; interacts extensively with faculty, staff, students and vendors; assists buyer on computerized inventory management system database and books-in-print database, ordering, receiving and customer service; assists customers in person and over the telephone; operates a computer-based point-of-sale cash register system; assists opening or closing the Bookstore as required; performs other duties pertaining to the operation of a retail environment as assigned.

#### REPRESENTATIVE DUTIES:

~~Utilize a computerized point-of-sale inventory management and books-in-print database; assist General Merchandise Buyer with requisitions and special orders for departments, faculty, staff students and the general public; monitor inventory, returns and special orders and assist buyer to place orders.~~

Process requisitions from departments; interacts with campus departments for accuracy and completeness of requisitions.

Assist with special orders and faculty requirements; verify and process faculty and staff discounts; make change for cashiers; approve refunds, checks, and charges as required; maintains inventory levels and advises buyer of stock.

Assist General Merchandise Buyer with generating and printing purchase orders and receiving work sheets; maintain files of requisitions, purchase orders, invoices and related correspondence and records; assist with inventory preparation and physical inventory count.

Receive, count, stock and store general merchandise.

Coordinate and assemble unique package requirements for resale and distribution.

Assist in ordering and reordering by computer, telephone, fax or mail; obtain cost prices and discounts from vendors; calculate retail pricing under supervision.

Perform data entry of general merchandise, receiving, invoices, inventory management and returns; match and check purchase orders, packing slips and invoices for completeness and

accuracy, assist in follow-up of outstanding purchase orders, special orders, and department requisitions; distribute correspondence and place calls to publishers, vendors and faculty as necessary.

Process returns to vendors and publishers, in compliance with their policies on unsold stock, books, and merchandise received in error, old edition and damaged/defective books and general merchandise.

Answer questions from faculty regarding materials for classes, timeframes, availability and prices; assist and respond to students' questions regarding stock availability, price location and explain policies regarding refund period, refund conditions, check and charge procedures; assist customers in locating trade, reference, general reading books and supplies, and making selection of other merchandise.

Post received merchandise in computer database for inventory control and price adjustments.

Perform a variety of clerical duties including answering the phone, filing documents, and typing purchase orders, invoices, and memos.

Operate a variety of office equipment including a personal computer, computer terminal, typewriter, calculator and Book-in-Print database for special orders; operate a point-of-sale cash register and computer terminal which interface directly with the bookstore computer database, point-of-sale system and accounting functions of the Bookstore.

Process and check accuracy of special program transactions including book loans, requisitions and invoices.

Maintain item database following established procedures and guidelines pertaining to consistent data entry for point-of-sale and inventory database management.

Assist General Merchandise Buyer with updating prices and assuring correct bar codes and shelf tags; communicate and assist stockroom on receiving, pricing, bar coding, and shelf tags.

Assist and coordinate special sales and merchandise displays.

Determine eligibility for refunds following Bookstore policies and procedures; execute appropriate documents for cash register transactions.

Assist with opening or closing the bookstore as required; generate all reports from ten cash registers and refund register; count cash drawers; prepare all required paper work; secure safe and entrance doors.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions, operations and activities associated with a college bookstore and/or retail environment.

Computerized inventory, point-of-sale and books-in-print database management systems.

Bar code formats and labeling.

Point-of-sale cash register and associated computer system.

Retail sales procedures and practices.

Common business practices with respect to sales, pricing, discounts, returns, shipping regulations, methods and costs.

Physical inventory procedures.

Opening and/or closing a retail operation, including setting up cash drawers and methods of accurate cash register balancing.

Modern office practices, procedures and equipment.

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

Telephone techniques, equipment and etiquette.

Oral and written communication skills.

Basic math and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Operate a computerized inventory system, point-of-sale and books-in-print database management system.

Effectively operate and understand computerized cash register system.

Determine and distinguish correct barcode labeling formats.

Execute the procedures required in opening and/or closing of the bookstore.

Resolve problems related to the operation of cashiering equipment, sales entries and cash register adjustments.

Quickly learn the campus organization and applicable operations, policies, and procedures.

Operate a calculator to accurately determine discounts and retail pricing.

Organize and maintain accurate and complete files and records.

Establish and maintain cooperative and effective working relationships with co-workers, faculty, staff, students and publishers.

Perform clerical duties such as filing, duplications, typing, maintaining records and answering the telephone.

Operate office machines including computer, calculator, copier and fax machine.

Read, interpret, apply and explain rules, regulations, policies and procedures of the Bookstore.

Greet the public tactfully and courteously.  
Type at an acceptable level to accomplish assigned duties and tasks.  
Ability to perform effectively in a fast paced environment.  
Meet schedules and time lines.  
Understand and follow oral and written direction.  
Work overtime during peak periods.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: graduation from high school supplemented by college level course work in a related field and one year of clerical and computerized inventory management experience.~~

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Retail environment.  
Considerable distraction from office activities.

**PHYSICAL ABILITIES:**

Lift and carry up to 50 pounds.  
Use arms, legs, and back to lift moderately heavy items.  
Dexterity of hands and fingers to operate a computer keyboard.  
Stand or sit for extended periods of time.  
Hear and speak to exchange information.  
Reach overhead, above the shoulders and horizontally.  
Bend at the waist, kneeling or crouching.

Classified Salary Range 27  
Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: BOOKSTORE TEXTBOOK BUYER**

#### **BASIC FUNCTION:**

Under the direction of the Director-Bookstore or Assistant Director-Bookstore, plan, coordinate and purchase textbooks for the College Bookstore; prepare and maintain complex computerized records, files and reports; communicate with faculty, students, publishers, vendors and others regarding orders and purchases.

#### **REPRESENTATIVE DUTIES:**

Perform varied and responsible duties in purchasing textbooks and related items for sale in the College Bookstore; assure appropriate guidelines and policies are met and bookstore buying activities are appropriate within budgetary limitations.

Develop and maintain vendor and publisher relations and contact by phone, fax, electronically or in person regarding textbook selection, price negotiating, discounts, shipping requirements, rush orders, delayed shipments, discrepancies, new editions, invoices and extension requests.

Schedule appointments and meet with vendors for new product lines; assess and determine bookstore needs or ability to produce an acceptable profit; monitor and control inventory levels, low stock, out-of stock, overstock and determine price mark-up or mark-down based on new orders or discontinued items; monitor receiving and return of merchandise, shortages, overages, shipping damages, defective or missing items, packing slips, back orders, invoices, shelf tags, bar codes, and prices.

Work closely with faculty for acquisition of special textbook requirements for students and department use; communicate with bookstore personnel and provide assistance with computer, cash register and terminal problems; provide customer assistance with routine or special orders and resolve refund issues, problems or concerns in person or over the phone as necessary.

Place orders and reorders for textbooks in accordance with faculty requisitions and established purchasing procedures; verify receipt of orders and follow up as needed; utilize knowledge of merchandising principles and practices; determine markdowns and adjust future purchases according to established guidelines.

Purchase, price, stock and maintain inventory control of new and used textbooks and instructor manuals utilizing knowledge of publishers' policies, sources of supply, terms and other related purchasing factors.

Research appropriate copyright protection for in-house publications; determine printing format, select printer, and assure adequate copies are available for students and faculty.

**October 18, 2004**

**Human Resources – Administrative Services - 42**



Coordinate book buy-back program determining price paid and titles approved for buy-back; return unsold textbooks using cost effective shipping methods and adherence to publishers' policies and time lines.

Prepare and maintain computerized records and reports related to bookstore purchasing and inventory; enter data in the computer and update information files; monitor and account for money in cash register.

Open and close store as required; assist as needed in bookstore closing procedures; assure the security of cash drawers, check locks and clear the store of customers.

Approve refunds according to established guidelines and policies and assess damages to books or supply items.

Assist in selection, training, and overseeing the work of student and short term temporary workers as required.

Communicate with Deans, faculty, students and others to provide information and assistance regarding the availability and delivery of required and optional books.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Merchandising principles and practices.  
Sources of supplies, equipment and textbooks.  
Shipping regulations, methods, and costs.  
Computerized inventory systems.  
Modern office practices, procedures, and equipment.  
Operation of a computer terminal.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Rules and regulations involved in assigned activities.  
Policies and objectives of assigned activities.

**ABILITY TO:**

Quickly learn the campus organization and applicable operations, policies and procedures. Perform varied and responsible duties to assist in purchasing textbooks and related items for sale in the College Bookstore.  
Communicate effectively with publishers, vendors, faculty, students, and others.

Organize and set up merchandise shelving for textbook changes each semester.  
Plan expenditures within budgetary limitations.  
Conduct and oversee inventory process.  
Enter data into a computer and maintain records and files.  
Train and provide work direction to others.  
Establish and maintain cooperative and effective working relationships with others.  
Make arithmetic calculations quickly and accurately.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school supplemented by two years of college-level course work involving procurement, merchandising or related field and three years of increasingly responsible experience as a buyer.**

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, retail environment.  
Considerable distraction from customer service activities.  
**Overtime hours are required during peak periods.**  
May work one weekend during each semester.

**PHYSICAL ABILITIES:**

Use arms, legs, and back to lift moderately heavy items.  
Sit and/or stand for extended periods of time.  
Climb ladders to retrieve overhead stock.  
Reach overhead, above shoulders and horizontally.  
Bend at the waist, kneel and crouch.  
Dexterity of hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information.

Classified Salary Range 39  
Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: BOOKSTORE TEXTBOOK BUYER ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Director - Bookstore, perform technical and complex assignments within the textbook department; analyze and prepare data for computerized Textbook Management System; maintain and review complex records and files assuring accuracy and completeness; operate computerized point-of-sale cash register system.

#### **DISTINGUISHING CHARACTERISTICS:**

The Bookstore Textbook Buyer Assistant assists in all phases of textbook acquisitions, returns and buyback; interacts extensively with faculty, staff, students and publishers; uses computerized Textbook Management System for book ordering and customer service purposes- assists customers in person and over the telephone; operates a computer-based point-of-sale cash register system; assists in opening or closing the Bookstore as required; and performs other duties pertaining to the operation of a retail environment as assigned.

#### **REPRESENTATIVE DUTIES:**

Utilize a computerized Textbook Management System, assist the buyer with textbook requisitions for faculty each semester; monitor return of requisitions and assist Textbook buyer to place orders.

Interact with campus administrative support personnel for accuracy and completeness of textbook requisitions.

Assist Textbook Buyer with generating and printing purchase orders to publishers, college bookstores and wholesalers; process purchase orders from other college bookstores; communicate with buyer for availability; prepare invoices, adjust database inventory and prepare shipping documents; obtain cost prices and discounts from publishers and calculate retail pricing.

Assist with stock room functions such as receiving, counting and stocking and storing textbooks.

Coordinate purchase of instructor-authored manuals with printer and assure proper copyright permission has been obtained; maintain complex files and record system on master copies and copyright certificates.

Perform data entry of textbook information; invoices, inventory management and returns; process returns to publishers and wholesalers, in compliance with publishers policies, on unsold stock, class cancellations, books received in error, old edition and damaged/defective textbooks.

**October 18, 2004**

**Human Resources – Administrative Services - 45**

Responsible for proper assigning of shelf tags and book lists on shelves for each semester.

Answer questions from faculty regarding the proper ordering of their texts; assist and respond to students' questions regarding stock availability, price, location by section and explain policies regarding refund period, refund conditions, check and charge procedures.

Match and check purchase orders, packing slips and invoices for completeness and accuracy.

Assist in follow-up of outstanding textbook purchase orders; distribute correspondence and place telephone calls to publishers, wholesalers and faculty as necessary, coordinate Buy-back list with buyer and wholesalers.

Monitor inventory levels and out-of-stock conditions and reports to buyer; assist with inventory preparation and physical inventory counting.

Perform a variety of clerical duties including answering the telephone, filing of documents and typing purchase orders, invoices and memos; establish and maintain files of requisitions, purchase orders, invoices and related correspondence and records.

Operate a variety of office equipment including a personal computer, computer terminal, typewriter, calculator and Books-in-Print database for special orders; operate a point-of-sale cash register and computer terminal and related peripheral equipment.

Determine eligibility for refunds following Bookstore policies and procedures; execute appropriate documents for cash register transactions; process and check accuracy of special program transactions including book loans, requisitions and invoices.

Provide back-up customer assistance in general book department; assist customers in locating textbooks and supplies and making selection of other merchandise.

Verify and process faculty and staff discounts; make change for cashiers; approve refunds, checks and charges as required.

Assist with opening or closing the bookstore as required; generate all reports from cash registers and refund register; count cash drawers; prepare all required paper work; secure safe and entrance doors.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Functions, operations and activities associated with a college bookstore and/or retail environment.**

**October 18, 2004**

**Human Resources – Administrative Services - 46**

Computerized Inventory and Textbook Management System.

Point-of-sale cash register and associated UNIX computer system.

Retail sales procedures and practices.

Common business practices with respect to sales, pricing, discounts, returns, shipping regulations, methods and costs.

Physical inventory procedures.

Opening and/or closing a retail operation, including setting up cash drawers and methods of accurate cash register balancing.

Modern office practices, procedures and equipment.

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

Telephone techniques, equipment and etiquette.

Oral and written communication skills.

Basic math and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Quickly learn the campus organization and applicable operations, policies, and procedures.

Operate a computerized Textbook Management System.

Effectively operate and understand computerized cash register system.

Execute the procedures required in opening and/or closing of the bookstore.

**Resolve problems related to the operation of cashiering equipment, sales entries and cash register adjustments.**

Operate a calculator to accurately determine discounts and retail pricing.

Organize and maintain accurate and complete files and records.

Establish and maintain cooperative and effective working relationships with coworker-workers, faculty, staff, students and publishers.

Perform clerical duties such as filing, duplications, typing, maintaining records and answering the telephone.

Operate office machines including computer, calculator, copier and fax machine.

Read, interpret, apply and explain rules, regulations, policies and procedures of the Bookstore.

Greet the public tactfully and courteously.

Type at an acceptable level to accomplish assigned duties and tasks.

Perform effectively in a fast paced retail environment.

Meet schedules and time lines.

Understand and follow oral and written direction.

Work overtime during peak periods.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: graduation from high school supplemented by college-level course work in a related field and one year of clerical and computerized college textbook management system experience.**

**October 18, 2004**

**Human Resources – Administrative Services - 47**

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Retail environment.

Considerable distraction from office activities.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard.

Stand or sit for extended periods of time.

Hear and speak to exchange information.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Use arms, legs, and back to lift moderately heavy items.

Classified Salary Range 27

Revised and Board Approved: October 18, 2004

**CLASS TITLE: BUSINESS SYSTEMS ANALYST**

**BASIC FUNCTION:**

Under the direction of an Information Technology administrator, provide the communication link between the users of the administrative information systems and technical resources of the Information Technology Systems Division. Assist users to fully utilize all features and functions of the systems; lead users in decision-making regarding codes, values, parameters, policy and procedure changes, data conversion specifications, validation criteria, design of pre-printed forms, report standards, and one time reporting needs. Develop functional specifications and in conjunction with end user, analyze, trouble shoot and research software problems. Function as a project lead in certain circumstances.

**DISTINGUISHING CHARACTERISTICS:**

This classification is the most advanced level of the information technology series, which includes the classifications of user support technician and programmer analyst. The business systems analyst works relatively independently supporting applications areas and developing systems for complex processes.

**REPRESENTATIVE DUTIES:**

Ensure effective and efficient use of the District's administrative information system through development of validation and verification procedures.

In conjunction with the end user determine application requirements and develop functional specifications to meet needs. Work with programming staff to implement requirements.

Provide assistance to end users in diagnosing and resolving problems associated with supported services by analyzing processes and procedures and their relationship to the administrative information system.

Assist divisions and departments with the training of key personnel; develop related training materials in concert with end users; utilize the "train the trainer" approach.

Coordinate with end-users analysis, specifications, testing, training, and documentation associated with system enhancements and new system development efforts.

Work with Programmer Analyst and User Support Technicians of all software requested changes.

Submit mandated files to state and federal offices as required.

Provide support of the Colleague system as required to maintain reporting, data entry, queries, streams, and file creation and initialization requirements.

Maintain security and confidentiality of information in accordance with federal regulations.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**October 18, 2004      Human Resources – Administrative Services - 50**



Databases, data element dictionaries  
Structured queries  
Desktop operating systems  
College information systems  
Report analysis and data variation implications  
Implementation of new information systems  
Functional and technical specifications  
Validation and acceptance procedures  
Information systems standards and procedures  
Problem diagnosis and resolution  
Documentation standards  
Web-based systems  
Problem solving techniques  
Training methods for technical and non-technical staff

**ABILITY TO:**

Understand user needs and develop both manual and technological solutions;  
Effectively present users operational needs and requirements to Information Technology Services management and staff.

Establish and maintain harmonious working relationships with others.

**Analyze complex user problems, evaluate alternatives and devise efficient cost-effective, user-friendly solutions;**

Plan, organize and complete project within industry quality standards.

Coordinate, monitor and direct the tasks associated with major project development.

Provide technical guidance and recommendations concerning application systems.

**Communicate complex technology applications issues clearly to non-technical parties orally or in writing.**

Assist project leader with major projects.

Work closely with ITS staff to achieve objectives of end users.

Analyze reports and develop explanation for variances.

**Train non-technical staff in the functions of the administrative information systems that are vital to their function.**

Develop functional specifications work with technical staff to implement.

Work under pressure of deadlines and still make decisions that are appropriate for the situation.

**Locate problems from verbal explanations and correct errors without disrupting end user operations.**

**Operate computers and peripheral equipment including terminals, data storage, printers and scanning equipment.**

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

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree in computer science, business, or related field and five years of experience working with a major student information system is required.

**WORKING CONDITIONS:**

Typical office setting  
Extensive computer work  
May sit and stand for long periods to time.  
Must be able to carry up to 25 lbs.  
Move from one work area to another.

Classified Salary Range 49  
Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: CABINET MAKER**

**BASIC FUNCTION:**

Under the direction of the Carpenter and Paint Supervisor, performs a variety of skilled duties involved in cabinet making; perform carpentry work in the alteration, maintenance, repair, installation and construction of equipment, fixtures and structures; assist in performing other skilled maintenance duties as assigned.

**REPRESENTATIVE DUTIES:**

Design, plan, and build cabinets, fixtures, furniture and other wood products; specify materials required.

Meet with users to determine needs; prepare drawings to assure that products address user needs; install products as necessary.

Perform carpentry work, such as constructing, installing or replacing cabinets, counter tops, cabinet doors and paneling; repair furniture and fixtures.

Perform rough carpentry for new and repair work; repair damage to walls, floors, roofs and other damaged structures.

Perform carpentry work in the alteration, maintenance, repair, installation and construction of equipment, fixtures and structures; assist in performing other skilled maintenance duties as assigned.

Install windows and related hardware; hang and repair doors; install doorknobs; adjust or replace door closure, door stops and other door hardware.

Build partitions; construct walls using paneling, sheet rock and other wall coverings; install, replace and repair partitions, ceiling and floor tiles and other items; install toilet partitions; install, maintain and repair roofs as needed.

Perform mill and cabinet work, such as constructing and installing work stations, cabinets, bookshelves, bulletin boards and picture frames.

Assist in performing other skilled maintenance duties as assigned.

Construct and repair furniture, equipment and fixtures.

Operate saws, lathes, planers, shapers, jointers, sanders, hand saws, power activated hammers, pneumatic nailers and staplers and other wood working machinery; maintain and service tools and equipment.

**October 18, 2004**

**Human Resources – Administrative Services - 53**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Equipment utilized in the carpentry trade.

Materials, tools, shop math and procedures used in performing rough and finished carpentry and cabinet making.

Basic qualities and uses of various woods and other construction materials.

Health and safety regulations.

Repair methods for furniture and tile.

Technical aspects of field of specialty.

**ABILITY TO:**

~~Prepare and work from drawings to produce cabinets and other wooden products.~~

~~Utilize carpentry tools and machines.~~

Plan and lay out carpentry work, including estimating labor and material cost.

Work from blueprints, rough drawings and sketches.

Work independently with little direction.

~~Operate a truck and forklift.~~

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative working relationships with others.

Plan and organize work.

~~Lift objects weighing up to 75 pounds.~~

Perform skilled maintenance work as assigned.

~~Use a variety of tools and machinery used in the basic trade.~~

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: four years of training or experience which demonstrates journey-level skill in the cabinet making.~~

**LICENSES AND OTHER REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Long periods of standing and sitting.

Work with construction materials and tools.

Classified Salary Range 39

Revised and Board Approved: October 18, 2004

**October 18, 2004      Human Resources – Administrative Services - 54**

**CLASS TITLE: CHILD DEVELOPMENT CENTER TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of a supervisor, dean, or director, performs a variety of specialized financial and accounting functions as well as undertake administrative duties within the Child Development Center (CDC).

**REPRESENTATIVE DUTIES:**

Prepare and maintain reports and statistical information for a variety of government agencies in order to secure funding.

Update and track tuition policies and procedures and implement changes in the Child Development Center as required by the California Department of Education and the State Child Development Division Licensing Regulations.

Maintain and update student files for medical, financial, and safety purposes.

Manage federal projects such as CALWORKS, CCAMPIS, , and others to secure funding from various agencies.

Oversee the work of casual workers and other staff, as assigned.

Perform various administrative and clerical duties in the CDC office such as typing, filing, and phones.

Maintain the current year budgets and aids in formulating future budgets through forecasting.

Assist customers on a walk-in basis, providing them with information concerning the center, the legal requirements, and the benefits of the CDC.

Respond to phone requests on an as needed basis.

Operate a variety of office equipment including computers, facsimile machines, copiers and others.

Perform related duties as assigned.

**KNOWLEDGE OF:**

Rules, regulations, codes, policies and procedures as related to the CDC.

Modern office practices, procedures, and equipment.

**October 18, 2004 Human Resources – Administrative Services - 55**

Principles of providing training and work direction.  
Government agency procedures.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Financial management techniques.

**ABILITY TO:**

Communicate effectively both orally and in writing.  
Prioritize work schedules.  
Work with children.  
Establish and maintain a cooperative and effective working relationships with others.  
Analyze situations and adopt effective course of action.  
Work independently with little direction  
Meet schedules and deadlines  
Maintain confidentiality of division records as required.

**EDUCATION AND EXPERIENCE:**

Two years of college and two years related experience.

**WORKING CONDITIONS:**

Very active office, must be good with children.  
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: 32  
Revised and Board Approved: October 18, 2004

**CLASS TITLE:            COMPUTER SYSTEMS SUPPORT TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Technical Services Supervisor, provide technical support for District employees by installing, supporting and maintaining all PC hardware, software, and peripherals. Install and support laptop and desktop computers and peripherals. Install configure software, and resolve problems as referred by El Camino Help Desk or management and assist users with technical questions as needed.

**REPRESENTATIVE DUTIES:**

Provide technical support, user assistance and training; respond to user questions and concerns, and assist in interpreting user needs and implementing solutions.

Troubleshoot equipment problems; diagnose and resolve problems and malfunctions related to personal computers and peripherals; inspect and test equipment to determine feasibility of repair; order and install replacement parts or secure warranty-covered repair; operate test equipment and related tools and equipment.

Install, repair and maintain a variety of equipment including microcomputers and terminals and related cabling and connections to peripherals, circuit boards and additional memory, serial ports and network interface cards

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Computer hardware, software and peripherals such as central processing units, servers, monitors, cables, network systems, printers, plotters and modems.

Functions, operations and technology related to District financial, business, and administrative applications and related hardware and software.

Current technology related to applications, networks and telecommunications and the equipment and software required to maximize system support.

Procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals.

Principles, practices, hardware and software related to the establishment and maintenance of LAN's and WAN's.

Techniques for explaining technical concepts and procedures to non-technical users.

**ABILITY TO:**

Install, configure and upgrade operating systems and software.

Install, configure, assemble and repair computers, monitors, network infrastructure and peripherals.

Monitor the District's LAN's and WAN's.

Troubleshoot and solve hardware and software problems.

Instruct users on new or upgraded computer applications and hardware.

Use initiative and independent judgment within established guidelines and procedures.

Organize one's own work, set priorities, and meet critical deadlines.

Communicate effectively with others to exchange or convey information.

**October 18, 2004      Human Resources – Administrative Services - 58**



Work independently with little supervision.  
Maintain current knowledge of trends and developments.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Two years of college course work in electronics and four years experience in the maintenance and repair of electronic and computer related equipment.

**WORKING CONDITIONS:**

Varying settings: Office, workshop, other.  
Extensive computer work.  
Frequent awkward positions to access computer related components.  
Long periods of standing and sitting.  
Lift and carry up to 40lbs.  
Move from one work area to another as needed.  
Dexterity with hands and fingers to use delicate equipment and tools.

Classified Salary Range 40  
Revised and Board Approved: : October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DATA ENTRY OPERATOR**

#### **BASIC FUNCTION:**

**Under general supervision, use established guidelines and knowledge of an assigned area to examine and evaluate source materials to determine appropriate data to input for encoding and transfer to computer records via a computer terminal.**

#### **REPRESENTATIVE DUTIES:**

**Examine and evaluate a variety of source documents in order to determine appropriate data for encoding using knowledge of policies, procedures, and other guidelines as required.**

**Check and verify proper coding of data previously entered by self or others in order to determine completeness and accuracy of source documents and computer records, correcting data entries as necessary.**

**Operate a computer terminal and standard office machines to enter or correct previously entered data pertaining to financial, student, and other pertinent records.**

**Report operational difficulties to technical support staff.**

**May assist in development of revised and/or new systems applications.**

**Code and enter data on a computer or terminal according to existing formats and guidelines; assist as requested in developing new fields, screens and formats.**

**Communicate with users regarding input documents, work schedules, output and report generation.**

**Load and download data and assure proper interface between mainframe and personal computer; copy diskettes and back-up files as needed.**

**Generate a variety of computer-produced materials including correspondence, rosters, lists, reports and other documents used in area of assignment.**

**Maintain comprehensive and detailed records on a computer; enter, update, store and retrieve information as needed.**

Train and oversee the work of student workers as assigned.  
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Operation and use of data processing equipment including computer terminals, scanner, sorter, peripherals and standard business machines.**

Methods and procedures used in data entry, collection and retrieval.  
Record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Operate a computer terminal.  
Review, code, check and enter data on a computer.  
Operate equipment skillfully and in conformance with applicable procedures.  
Communicate data processing procedures and requirements to users.  
Read, interpret and apply policies, manuals and instructions.  
Communicate effectively both orally and in writing, with people at different levels and from various backgrounds.  
.Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Accurately type at an acceptable rate of speed and proof work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or GED and two years of clerical experience of which one year is data entry experience.

**WORKING CONDITIONS:**

Dexterity of hands and fingers to operate a computer keyboard and other equipment.  
May sit for extended periods of time.  
Move from one location to the other as needed.  
Lift and carry up to 25 pounds.

Classified Salary Range 18

Revised and Board Approved: October 18, 2004

October 18, 2004          Human Resources – Administrative Services - 61

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DELIVERY DRIVER**

**BASIC FUNCTION:**

**Under the direction of an assigned supervisor, drive a school vehicle to pick up and deliver people, equipment, supplies and other items; service and make minor adjustments and repairs to automotive equipment.**

**REPRESENTATIVE DUTIES:**

Operate truck to haul trash and rubbish to dump.

Operate District vehicles to drive visitors to and from airport and other locations.

Pick up correspondence, records, payroll checks, films, supplies, small parcels or equipment requiring immediate delivery and make on and off campus deliveries and directed.

Receive oral and written requests for pick-ups and deliveries; maintain routine logs.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Safe operations of motor vehicles.

Traffic and safety laws.

Proper methods of lifting and carrying heavy objects.

**ABILITY TO:**

Drive a motor vehicle in a safe manner.

Understand and follow oral and written directions.

Work cooperatively with others.

Meet schedules and time lines.

Lift heavy objects.

Maintain routine logs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience driving a private or commercial delivery vehicle.

**October 18, 2004**

**Human Resources – Administrative Services - 62**

**DELIVERY DRIVER (continued)**  
**LICENSES AND OTHER REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Driving in traffic.

Sitting for long periods.

Outdoor work environment.

Classified Salary Range 20

Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ELECTRONICS TECHNICIAN II**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instructional support by performing major and minor repairs to electronic equipment including micro-computers, audio visual and electro-mechanical equipment; design, lay out and construct test fixtures.

**DISTINGUISHING CHARACTERISTICS:**

The Electronics Technician II is the advanced level class in the series. Incumbents repair and maintain micro-computers, audio visual equipment, and other digital logic equipment. The Electronics Technician I performs skilled work in the repair and maintenance of electro-mechanical and electronics equipment.

**REPRESENTATIVE DUTIES:**

Perform skilled work in the installation, repair and maintenance of electronic and electro-mechanical equipment including audio visual equipment, micro-computers and other digital logic equipment.

Calibrate, design and construct test fixtures and other related equipment as needed.

Diagnose and troubleshoot personal computers.

Install software and hardware on personal computers.

Maintain electro-mechanical equipment for other divisions.

Test, maintain and repair digital logic equipment and systems including micro-computers; isolate, identify, resolve and repair equipment failures and malfunctions.

Maintain equipment repair and calibration records; assist in preparing the annual budget as assigned.

Maintain and operate various tools and electronic testing equipment used in electronics and repair and maintenance.

Assure compliance with federal, State and local codes and appropriate safety procedures.

Work from sketches, plans, drawings, blueprints and specifications.

Perform related duties as assigned.

**October 18, 2004**

**Human Resources – Administrative Services - 64**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Advanced computer repair and operation.**

Advanced electronic test equipment.

Electronic calibration standards.

Test equipment troubleshooting, repair and calibration techniques.

Electronic schematics and component identification.

Basic digital logic.

Modern inventory and budgeting techniques.

Safe shop practices.

**ABILITY TO:**

**Perform skilled work in the repair and maintenance of audiovisual equipment, micro-computers and other electro-mechanical equipment.**

Repair and fault isolate using electronic schematics and parts layouts.

Document equipment repairs.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Diagnose and repair equipment malfunctions.

Operate hand and power tools in a safe and correct manner.

Work from sketches, plans, drawings and specifications.

Maintain inventory and routine records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college course work in electronics and three years experience in the maintenance and repair of electronic equipment.

**WORKING CONDITIONS:**

Manual dexterity and ability to work in cramped situations.

Lift and carry up to 50 lbs.

Indoor and outdoor work

Twisting and bending required.

Classified Salary Schedule Range 37

Revised and Board Approved: October 19, 2004

October 18, 2004

Human Resources – Administrative Services - 65

EL CAMINO COMMUNITY COLLEGE DISTRICT  
**CLASS TITLE:      HELP DESK CONSULTANT**  
**BASIC FUNCTION:**

Under the direction of an assigned supervisor or director, assist users of all skill levels in person, over the phone and via electronic mail; answer a wide variety of questions concerning hardware and software operation and follow up to ensure customer satisfaction. Serve as the primary user/customer contact and liaison between end users and Information Technology Services staff regarding voice and data technology. Maintain a database of work requests and problem resolutions.

**REPRESENTATIVE DUTIES:**

Troubleshoot basic computer problems, general Internet and application issues for users in person, via e-mail, and over the phone.

Recommend or perform minor remedial actions to correct problems based on knowledge of systems operation.

Explain installation, modification, and how to make minor repairs to hardware and software systems. Refer major repairs to computer systems support technicians.

Diagnose dial-up communication problems for customers using software the Division distributes.

Escalate user problems to a specific Information Systems staff person or supervisor as needed.

Track user problems and inform the user of the status.

Provide work-related assistance to other Information Systems and Services staff.

Distribute dial-in access instructions and software to users.

Gather and publish statistical information regarding Help Desk functions on a regular basis.

Build and maintain a database of work requests with documentation for future inquiries.

Answer inquiries and resolve basic hardware and software problems by walking end-user through simple procedures and processes for resolution of Software, LAN, WAN,



PC, and Telephone difficulties. Log inquiries into automation tool to be analyzed for trends.

**October 18, 2004**

**Human Resources – Administrative Services - 66**

Coordinate on-site technical support for emergency status calls when software and/or equipment failures occur.

Notify end users and major network of application software system difficulties and provide divisions with status updates of estimated down time.

Provide assistance and instructions for first-time customers.

Maintain the District's call tracking system.

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Hardware and associated peripherals (printers, scanners, video, etc.)  
Operating systems configuration and problem solving methods  
Office automation fundamentals and applications such as Windows, Microsoft Office, Mac OS, UNIX, and Internet access  
Data system terminology used in job documentation and systems communications.  
Emergency procedures related to system malfunctions.  
Problem-solving techniques with the ability to assist end users.

**ABILITY TO:**

Communicate effectively orally and in writing to record data, convey ideas, facts, and information effectively and accurately to faculty, students, staff, and the general public.  
Use telephone directories and other resources to quickly locate telephone numbers and related information.  
Maintain professionalism and discretion when working with extreme security information (system access, passwords, etc.)  
Ask clear questions, elicit desired information, listen actively, and demonstrate understanding.  
Organize and prioritize work and identify and use potential sources of data.  
Effectively communicate with the campus community at all levels of the organization.  
Establish and maintain effective working relationships.  
Maintain restraint and keep calm when faced with interpersonal conflict.  
Distinguish between important and trivial details.  
Identify what information is needed by others for effective actions.

**EDUCATION AND EXPERIENCE:**

Equivalent to two years of course work from an accredited college or university and one year of responsible experience working with computer applications, operations, and systems or four years of relevant technical support experience.

**WORKING CONDITIONS:**

Lift and carry up to 25 pounds.  
Long periods of standing and sitting.  
Extensive use of the telephone.  
Move from one location to the other.

Classified Salary Range 30

Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INFORMATION SYSTEMS TECHNICAL SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an Information Technology Systems administrator, coordinate technical training and documentation; assist in budget acquisition and maintenance; perform systems and operations tasks on networked microcomputer systems serving faculty, staff, and students campus wide; control access to campus computers; create new computer accounts; and manage the account preservation and restoration process. Help to ensure the effective utilization of the College's technological resources by serving the College in a consultative role regarding new computer systems and modifications to existing systems, evaluating and recommending software and hardware, assisting in the development of standards (security, ID validation, user authorization, etcetera).

#### **REPRESENTATIVE DUTIES:**

**Coordinate information services resources to facilitate information processing; communicate with users to assure quality service is provided and maintained; process requests for change and new service.**

Provide technical assistance and information to users; assist users with problems and questions concerning the use of terminals, personal computers, telephones, application software and computer software.

**Assist programming staff and represent the users interests during application development tasks. May develop and design screens for user applications to insure that they are user friendly and meet user requirements.**

**Diagnose and resolve information system problems; request assistance from other Information Systems personnel as needed.**

**Prepare, implement and present training programs in the use of new and existing on-line applications including mainframe systems and computer software applications.**

Maintain on-line network user profiles, including user I.D's, passwords and security levels; train and assist users in personal computers including file management, basics and set-up; assist users in selection of software.

**October 18, 2004**

**Human Resources – Administrative Services - 69**

Develop user manuals, technical bulletins and other related user documentation.

Assist in programming of new phones, voice mail and other applications involving telephone systems, recommend and coordinate changes, maintenance and installation requirements for telephone and data communication systems.

Review and recommend revisions to all documentation to assure auditing standards and guidelines are met; review billing for accuracy and completeness.

**Remain current concerning advancements in the field of word processing and information systems, peripheral equipment and related supplies.**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operations, equipment, procedures and formats used in information processing.

Principles, practices and techniques of training and providing technical instructions.

Personal computer and mainframe requirements and operations.

Principles of data and telecommunications.

Basic elements of preparation of documentation.

Record-keeping techniques.

Oral and written communication skills.

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

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Operate information systems software and hardware.

Prepare, implement and present training programs.

Diagnose, resolve and document information system problems.

Install and operate personal computer based word processing software.

Establish and maintain communications with users.

Remain current concerning advancements in field of specialization.

Design, prepare and edit manuals and procedures.

Learn department and program objectives and goals.

Plan and organize work.

Meet schedules and time lines.

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.

Understand the requirements and act upon requests from faculty, staff and administrators for technology support.

**October 18, 2004**

**Human Resources – Administrative Services - 70**

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to two years of college-level course work in information systems or a related field and two years experience in a technology services organization with emphasis in academic or administrative computing support environment.~~

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.

Extensive computer work looking at a monitor for extended periods of time.

May sit or stand for long periods of time.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Classified Salary Range 37

Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned Dean, provide instructional assistance in an instructional lab or classroom environment; assist instructors by relieving them of authorized instructional support duties.

#### **REPRESENTATIVE DUTIES:**

**Assist students individually or in small groups, reinforcing or following up on instructions provided by the instructor.**

Assist students in assignments related to the instructional program to which assigned; explain concepts, principles and terminologies to students.

Assist in the preparation of instructional materials; perform a variety of clerical support duties such as typing, filing, maintaining attendance, student information and progress data on appropriate forms and records and duplicating instructional materials.

**Assist instructors, staff and students in the safe use of a variety of equipment, materials and supplies in an instructional lab setting.**

Prepare and issue materials and equipment for student use; maintain records of materials and equipment loaned to students.

**Perform a variety of specialized and general lab techniques; operate a variety of instructional equipment.**

**Maintain lab in a safe, clean and orderly condition; prepare and maintain records and reports as necessary.**

Assist in the administration and scoring of tests and class assignments.

Perform related duties as assigned.

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

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

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

Specific academic or vocational subject area to which assigned.

Basic math.

Instructional methods and techniques.

Record-keeping techniques.

**October 18, 2004**

**Human Resources – Administrative Services - 72**

Oral and written communication skills.  
Operation of assigned instructional equipment.  
Proper methods of storing equipment, materials and supplies.  
Health and safety regulations.

**ABILITY TO:**

Operate current information systems software.  
Assist students in understanding and applying basic principles of the subject area to which assigned.  
Assist students in the proper operation and use of assigned instructional equipment.  
Explain work assignments to students.  
Set up and perform laboratory experiments and demonstrations.  
Operate specialized equipment pertinent to the assignment.  
Observe health and safety regulations in assigned work areas.  
Add, subtract, multiply and divide quickly and accurately.  
Learn specific rules, policies and procedures of program to which assigned.  
Establish and maintain cooperative and effective working relationships with others.  
Type at an acceptable rate of speed.  
Take inventory and maintain records.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: two years of college course work including specified courses in assigned instructional area or two years work experience directly related to the assigned specialty field or program.~~

~~WORKING CONDITIONS:~~

Instructional lab setting  
**XI. Extensive computer work**  
Long periods of standing and sitting  
Lift and carry up to 25 lbs.  
Move from one work area to another

Classified Salary Range 23

Revised and Board Approved: October 18, 2004



EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: LABORATORY TECHNICIAN II**

**BASIC FUNCTION:**

Under the direction of an assigned Dean or supervisor, perform specialized and technical duties related to the operation and maintenance of an instructional laboratory; design and develop experiments and demonstrations; operate, service, adjust and modify equipment used in a specialized subject area.

**DISTINGUISHING CHARACTERISTICS:**

The Laboratory Technician II provides advanced-level technical resources to faculty members and students, designing experiments and demonstrations, repairing and fabricating technical and complex equipment and researching sources of materials and supplies.

**REPRESENTATIVE DUTIES:**

Conceptualize, design and develop prototype experiments and demonstrations in a specialty field as requested by instructors; fabricate equipment used in laboratory demonstrations.

Serve as a technical resource to departmental faculty and staff; coordinate, maintain and oversee specialized services and activities; participate with instructors to design, develop, and carryout demonstrations and experiments.

~~Operate, service, adjust and modify specialized equipment; design and fabricate parts as needed.~~

Determine requirements for new and replacement equipment; research vendors, costs, availability and product specifications; recommend the purchase of equipment, supplies and materials; receive and process new supplies and equipment.

**Keep abreast of changing conditions in the field of specialty and made recommendations to keep ECC's programs current.**

~~Compile information for the division budget; sell materials to students; maintain records, reports and lists as assigned; inventory equipment and supplies periodically.~~

Prepare instructional materials and equipment for teachers' demonstration; assist with complex hazardous experiments as requested.

Maintain storeroom and work areas in a safe, clean and orderly condition

Train and provide work direction to student workers as assigned.

**October 18, 2004      Human Resources – Administrative Services - 74**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, practices, procedures and equipment of assigned subject area.
- Safety regulations involving area of specialty.
- Operation, maintenance, repair and calibration of technical equipment.
- Principles and practices of providing work direction and training.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Safe and proper use and storage of hazardous and toxic materials as it relates to the job duties.

**ABILITY TO:**

- Perform specialized and technical duties to assure efficient lab operations.
- Provide technical information and assistance to faculty and staff.
- Assure the care and security of assigned equipment, materials and supplies.
- Design and develop experiments and demonstrations.
- Set up, service, adjust, modify and repair specialized equipment and instruments.
- Research and evaluate new equipment and supplies.
- Plan and organize work.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in an area of specialization or combination of coursework and work experience.

**WORKING CONDITIONS:**

Outdoors, classroom and laboratory settings. **October 18, 2004**      **Human Resources –  
Administrative Services - 75**  
**Laboratory Technician II (continued)**      **Page 3**

- Exposed to cool temperatures.
- Exposed to various chemicals.
- Standing for prolonged periods of time.
- Moving from different classrooms.

Classified Salary Range 31 Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: LAUNDRY ASSISTANT**

**BASIC FUNCTION:**

**Under the direction of an assigned supervisor perform general and routine duties required to maintain P.E. and Athletics laundry and cleaning functions; receive, issue and store materials, equipment and towels.**

**REPRESENTATIVE DUTIES:**

Gather and sort laundry.

Prepare clothes and athletic equipment for cleaning and washing.

Fold and and sort items after laundering.

Distribute laundered items to appropriate locations.

Clean and keep laundry area neat and orderly.

**Maintain inventory and stock of materials used in the laundry function.**

Receive, issue and store materials, equipment and towels.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods of cleaning and laundry.

Basic cleaning materials and equipment used in a laundry function.

Common laundry equipment.

Safe work practices.

Safe and proper use and storage of cleaning substances.

**ABILITY TO:**

Learn assigned schedule, procedures and use of machines in the laundry function.

**Learn safe and proper use of cleaning materials.**

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

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.**

**WORKING CONDITIONS:**

**Move from work location to another**

**Long periods of standing and sitting**

**Finger and hand dexterity**

**Work with basic cleaning materials**

Classified Salary Range 12

Revised and Board Approved: October 18, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: LIBRARY MEDIA TECHNICIAN I**

#### **BASIC FUNCTION:**

The Library Media Technician I is an entry level position and works under the direction of a supervisor or director of Learning Resources. This position may assist in different locations within Learning Resources, such as Circulation, Periodicals, Reserve, Media Services, Acquisitions and Learning Resources Center.. These are illustrative and not all-inclusive.

#### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources unit

The Library Media Technician II classification performs a variety of technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician III classification is assigned a broader, more complex technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training, and resolving operational problems.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

#### **REPRESENTATIVE DUTIES:**

Assist with overdue notices; including preparation and distribution of Circulation and overdue materials report and collection, and recording of fines.

**Maintain files and records; including typing and filing book, alphabetical, numerical, catalog, reserve and other card files.**

Prepare, type and issue library cards, book lists, and related documents.

Charge and discharge print, non-print media, Audio-Visual equipment and other materials.

Assist with, inventory and weeding projects, and book/art display projects.

**Maintain collection; including shelving, shelf reading, and targeting materials for security system.**

Renew materials, both in-person and by telephone.

Place and remove material placed on reserve by instructors.

Assist with communication with newly received materials and the Reserve collection.

**Assist patrons in location and retrieval of resources and Audio-Visual equipment, and in the use of facilities.**

**Operate, use and provide simple maintenance on equipment (e.g., Microfilm viewer, Xerox Machine, Microfiche Reader/Printer, Audio-Visual equipment and Studio video equipment and graphic production equipment).**

Input and search data in computer's catalog and circulation data bases.

Search and verify pre-order bibliographic information.

Sort mail and unpacks boxes of materials.

Answer telephones and provide routine factual information.

**October 18, 2004**

**Human Resources – Administrative Services - 80LIBRARY MEDIA**

Charge and discharge print, non-print media, Audio-Visual equipment and other materials.

Assist with, inventory and weeding projects.

**Maintain collection; including shelving, shelf reading, and targeting materials for security systems.**

Renew materials, both in-person and by telephone.

**Assist patrons in location and retrieval of resources and Audio-Visual equipment, and in the use of facilities.**

Search and verify pre-order vendor information.

**Provide assistance to users in the production and duplication of materials, such as transparencies, audio tape, and quick copy processes.**

**Check film in and out; assists in identifying sources of supply, types orders, and circulates films, filmstrips, and cassettes received and other media materials.**

Assist with cataloging of new materials

**October 18, 2004**

**Human Resources – Administrative Services - 81LIBRARY MEDIA**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Library and/or Media Terminology and practices.

Modern Library and/or Media office practices and procedures.

**Wide variety of Library and/or Media resources and equipment; such as AudioVisual hardware and software, basic Media Production techniques.**

**ABILITY TO:**

Use Library and/or Media terminology and practices.

Perform detailed and general clerical functions accurately and rapidly.

Prepare and maintain records associated with Learning Resources.

Understand and follow oral and written directions.

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

**Use library bibliographic resources.**

Use good English, spell correctly and make simple arithmetic computations;.

Type accurately from clear copy.

Exercise good judgment within established procedures.

**EDUCATION AND EXPERIENCE:**

High School graduation and one year Library and/or Media experience or one year job related education above High School.

**WORKING CONDITIONS:**

Library setting

Extensive computer work

Long periods of standing and sitting

Lift and carry up to 25 lbs.

Move from one work area to another

Classified Salary Range 19

Revised and Board Approved: October 18, 2004

**October 18, 2004      Human Resources – Administrative Services - 82**



EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: LIBRARY MEDIA TECHNICIAN II**

**BASIC FUNCTION:**

**Under the direction of a supervisor or director, performs a variety of specialized technical duties involving direct and purposeful contact with service area users in assigned areas; performs library work requiring a comprehensive understanding of library media principles, practices and procedures, and may assist within the different areas of Learning Resources and may require performance of a variety of less responsible duties as a secondary assignment.**  
**DISTINGUISHING CHARACTERISTICS:**

The Library Media Technician II classification performs a variety of technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources unit.

The Library Media Technician III classification is assigned a broader, more complex technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training, and resolving operational problems.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

**REPRESENTATIVE DUTIES:**

Provide assistance to users in the production and duplication of materials; such as transparencies, audio tapes, quick copy processes.

Train and provide work direction to assigned personnel.

Assist with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.

**October 18, 2004 Human Resources – Administrative Services - 83**

Perform in-house mending and binding as needed.

Assist with the organization and operation of circulation and inventory activities and projects.

Assist with data entry both on mainframe computers and personal computers.

Intervene and resolve problems related to specific Learning Resources area assigned.

Research and summarize data required by funding agencies.

Operate office equipment, including personal computers and terminals, copiers, and audio-visual equipment.

Review Learning Resources reports and printouts as assigned to assure the accuracy and completeness of information, detect, trace and correct errors.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Technical aspects of field of specialty.

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

Principles of inventorying and issuing of resources and equipment.

Preventative maintenance and operation of electronic systems, technical equipment, and technological support used in the assigned areas.

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

### **ABILITY TO:**

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Work independently with little direction.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Use library and media resources.

**October 18, 2004**

**Human Resources – Administrative Services - 84**

~~EDUCATION AND EXPERIENCE: High School diploma and three years of relevant experience or equivalent technical training and education.~~

**WORKING CONDITIONS:**

Library setting.  
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 26

Revised and Board Approved: October 18, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: LIBRARY MEDIA TECHNICIAN III**

### **BASIC FUNCTION**

~~Under the direction of a supervisor, or director, performs a variety of specialized technical duties involving direct and purposeful contact with service area users in assigned areas; performs library work requiring a comprehensive understanding of library media principles, practices and procedures, and may assist within the different areas of Learning Resources –~~

#### **DISTINGUISHING CHARACTERISTICS:**

The Library Media Technician III classification is assigned a broader, more complex technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician II classification performs a variety of technical duties, which requires a comprehensive understanding of library media principles, practices and procedures.

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources unit.

The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training, and resolving operational problems.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

### **REPRESENTATIVE DUTIES:**

Train and provide work direction to assigned personnel.

Assist with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.

Perform in-house mending and binding as needed.

Assist with the organization and operation of circulation and inventory activities and projects.

**October 18, 2004      Human Resources – Administrative Services - 86**

## **Library Media Technician III (continued)**

### **Page 2**

Assist with data entry both on mainframe computers and personal computers.

Intervene and resolve problems related to specific Learning Resources area assigned.

Research and summarize data required by funding agencies.

Operate office equipment, including personal computers and terminals, copiers, and audio-visual equipment.

Review Learning Resources reports and printouts as assigned to assure the accuracy and completeness of information, detect, trace and correct errors.

Provide information and tours of departments.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Established library/media principles and practices, such as cataloging, acquisitions and serials.

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

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

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

Specialized technical or paraprofessional understanding of established Library Media practices, procedures and techniques; Modern office practices and procedures; Basic methods and practices of record keeping and bookkeeping; Operation and maintenance of a wide variety of audio visual equipment; Skill and understanding of established Media practices.

#### **ABILITY TO:**

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Work independently with little direction

Meet schedules and deadlines

~~Maintain confidentiality of division records as required.~~

~~EDUCATION AND EXPERIENCE: :~~

~~Any combination equivalent to: Two years college coursework level and three years of library related experience~~

**WORKING CONDITIONS:**

Library setting.  
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 28  
Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN IV

**BASIC FUNCTION:**

~~Under the direction of a supervisor, , or director, performs technically complex duties requiring a comprehensive understanding of library media principles, practices and procedures, and may assist within the different areas of Learning Resources and may require performance of a variety of less responsible duties as a secondary assignment.~~

**DISTINGUISHING CHARACTERISTICS:**

The Library Media Technician IV coordinates, plans and implements specialized programs and departments in the Learning Resources unit, including planning, maintaining an effective workflow, training, and resolving operational problems.

The Library Media Technician III classification is assigned a broader, more complex technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician II classification performs a variety of technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources unit.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

**REPRESENTATIVE DUTIES:**

Train and provide work direction to assigned personnel, prioritizes and assigns work, and ensures timely and accurate completion.

**October 18, 2004      Human Resources – Administrative Services - 89**

Monitor, adjust, balance, and maintain day-to-day Learning Resources operation of assigned area.

Research and recommend process improvements to provide timely and more efficient use of resources.

Assist with initiating, planning, and developing library/media projects in assigned areas.

Provide training and technical support to college faculty and staff in area of expertise.

Intervene and resolve problems related to specific Learning Resources area assigned.

Compile, organize, research, and verify information for various records and reports.

Monitor overall budget expenditures in assigned area.

Operate office equipment, including personal computers and terminals, copiers, and audio-visual equipment.

Perform related duties as assigned.

~~KNOWLEDGE AND ABILITIES:~~

~~KNOWLEDGE OF:~~

Technical aspects of field of specialty.

Principles and methods of audio, video, graphics, computers and multimedia productions.

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

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

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

**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.

**October 18, 2004**

**Human Resources – Administrative Services - 90**



**EDUCATION AND EXPERIENCE:** BA in related field plus 4 years related experience OR Two years of college level coursework and four years of increasingly responsible Library related work experience maybe substituted for the required Bachelor's degree OR Eight years of increasingly responsible Library related work experience may be substituted for the required Bachelor's degree.

**WORKING CONDITIONS:**

Library e setting.

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 32

Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: MACHINE TOOL TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned Dean or supervisor, provide instructional assistance to faculty by performing major and minor repairs and maintenance work on industrial machines; operate general machine shop equipment and manufacture parts as needed.

#### **REPRESENTATIVE DUTIES:**

Operate, service, repair and adjust general machine shop equipment.

Analyze mechanical and electrical machinery malfunctions.

Design, fabricate, replace or adapt parts for machines used.

Cut metals and set up projects for class demonstration purposes.

**Maintain inventory of supplies; requisition and verify prices with vendors and collect monies from students for supplies.**

Oversee the work of student assistants.

Provide supervisor with budgetary information and maintain shop records.

**Perform related duties as assigned.**

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

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

Operation and use of Industrial Machine Shop equipment.

**Methods and techniques of performing, servicing and making major overhaul to machine shop equipment.**

Modern inventory practices and methods.

Safe shop practices.

Methods, equipment and materials used in the repair and maintenance of assigned equipment.

Proper methods of storing equipment, materials and supplies.

Basic Machine Tool software.

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

Operate, adjust and perform major repairs on a variety of Industrial Machine Shop equipment.

Design and redesign a variety of machine shop parts.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

**October 18, 2004      Human Resources – Administrative Services - 92**

**Machine Tool Technician (continued)**

**Page 2**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college course work in industry and technology machine tool and two years experience performing major and minor repairs on shop equipment.

**WORKING CONDITIONS:**

**Manual dexterity**

Lift and carry up to 50 lbs.

Indoor and outdoor work

Twisting, bending, kneeling and stooping.

Standing for prolonged periods of time

Classified Salary Range 34

Revised and Board Approved: October 18, 2004

# EL CAMINO COMMUNITY COLLEGE DISTRICT

## **CLASS TITLE: NETWORK TECHNICIAN**

### **BASIC FUNCTION:**

Under the general direction of the assigned supervisor, Manage a UNIX, Novell, or similar computer network with a minimum of one hundred stations; perform a variety of maintenance, evaluation, installation, and training tasks to enable users to maximize productivity. Assist in planning and development of network resources, permissions and security.

### REPRESENTATIVE DUTIES:

Administer a network of workstations or assist in the administration of a larger site or network, utilizing one or more TCP/IP or non-TCP/IP networking protocols and/or one or more UNIX-based or non-UNIX based operating systems.

Evaluate and recommend purchases of computers, network hardware, peripheral equipment, and software; provide technical consulting services to divisions regarding the use of computers and networks to satisfy business needs.

Install, configure, and maintain personal computers, Novell networks, UNIX workstations, file servers, Ethernet networks, network cabling, and other related equipment, devices and systems. Add or upgrade and configure modems, disk drives, data acquisition boards, CD/DVD ROM units, printers, and related equipment.

Perform and/or oversee software and application development, installation, and upgrades. Maintain site licenses for the college.

**Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, and file system integrity, and add and delete users.**

October 18, 2004      Human Resources – Administrative Services - 94

### **NETWORK TECHNICIAN (continued)**

**Page 2**

Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.

Develop and conduct various training and instruction for system users on operating systems, relational databases, and other applications. Assist users in maximizing the use of networks and computing systems.

May lead and/or guide the work of other staff or students engaged in similar functions.

Install local area networks including network servers, hubs, routers, workstations, printers and other peripheral devices.

Maintain a broad knowledge of state-of-the-art technology, equipment, and/or systems.

Perform other related duties as assigned.

XII. KNOWLEDGE AND ABILITIES:

XIII. KNOWLEDGE OF:

A range of computer networking systems and languages  
Available computing and/or network hardware and peripheral equipment.  
Computer and/or network security systems, applications, procedures and techniques.  
TCP/IP and other networking protocols.  
Current technological developments and trends in the area of expertise.  
Federal copyright laws as they pertain to the use of computer software.

**XIV. ABILITY TO:**

Install, configure and maintain personal computers, networks, and/or related hardware and software.  
Communicate technical information to non-technical personnel.  
Identify and resolve computer system malfunctions and operational problems.  
Provide technical guidance and training to end users.  
Work professionally and cooperatively with others.  
Organize resources and establish priorities.

**G. October 18, 2004 Human Resources – Administrative Services - 95**

**NETWORK TECHNICIAN (continued)**

**Page 3**

EDUCATION AND EXPERIENCE:

Any combination equivalent to a high school diploma or G.E.D. and five years of directly-related technical experience. A directly-related, completed associate or bachelor's degree from accredited institutions may be substituted for experience on a year for year basis.

**WORKING CONDITIONS:**

Typical office environment

Extensive computer work.

**Long periods of standing and sitting.**

Move from one location to another as needed.

Lift and carry up to 25 pounds.

Classified Salary Range 42

Revised and Board Approved: October 18, 2004

**October 18, 2004**

**Human Resources – Administrative Services - 96**

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: OPERATIONS OFFICER – REGION IX INTERPRETER TRAINING CONSORTIUM (RITC)**

**BASIC FUNCTION:**

Under the direct supervision of the Program Director of the Region IX Interpreter Training Consortium and the general direction of the Director, Special Resource Center, is responsible for planning, organizing, and implementing of the Region IX RITC Program, a five-year federally funded program through the U.S. Department of Education, RSA (2000-2005). The Operations Officer works with support staff to carry out the day-to-day functions of the program, ensuring that all grant objectives and related tasks are accomplished in accordance with project timelines and budget constraints.

**DISTINGUISHING CHARACTERISTICS:**

The Operations Officer is responsible for coordinating all day-to-day aspects of the Region IX Interpreter Training Consortium and provides technical expertise to the College and others as it relates to Sign Language Interpreting.

**REPRESENTATIVE DUTIES:**

Initiate, develop, and carry out all grant-related goals of the grant, including but not limited to: developing workshop curriculum, instructional and student support materials, and associated audio/video materials for interpreter training programs within Region IX, providing technical assistance to interpreter training programs, and providing skill and knowledge enhancement opportunities for sign language interpreters via workshops, mentorships, and literature.

Maintain close liaison with local, state, regional, and federal interpreter training programs and consumer organizations.

Maintain a regional national presence in the field via outreach and participation in region-wide and nationwide initiatives.

Coordinate project advisory committee.

Prepare and monitor schedules to ensure tasks are accomplished on time and within budget constraints.

Conduct ongoing program evaluation.

Provide input in the evaluation of support staff.

Maintain all necessary and appropriate records for program funding and accountability.

Prepare all requisite reports and reviews required by the funder, the college, and other regulatory bodies.

Perform other related duties as required to carry out project objectives and meet grant conditions.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sign language and other visual language Interpreter Training systems.

The role of the interpreter in a variety of settings.

National organizations affiliated with interpreters and deaf persons.

American Sign Language and other visual communication systems.

Prevailing literature and trends in the fields of interpretation and deafness.

Basic computer functions including, but not limited to, word-processing spreadsheet and database programs.

Record-keeping techniques.

Oral, written, and interpersonal communication skills using tact, patience, and courtesy.

Principles of providing training and work direction.

The field of sign language interpretation.

**ABILITY TO:**

Work independently within the parameters and guidelines of a federal grant.

Coordinate several tasks or activities simultaneously.

Develop interpreter training workshop curricula.

Work with a variety of diverse individuals to coordinate interpreter skill upgrading workshops and mentorships.

Evaluate workshop proposals for content quality and speaker qualifications.

Demonstrate impartiality and fairness in the selection and approval of requests for funding.

Serve as an expert in the field in the provision of technical assistance to other post-secondary institutions, employers of interpreters, and related organizations/agencies.

Interact with experts in the field of interpretation and deafness at the national level.

Prepare and monitor schedules to ensure completion of grant goals and objections in a timely manner and within budget constraints.

Maintain relationships with local, state, regional, and federal interpreter training and deaf consumer organizations.

Communicate fluently with deaf persons from a wide variety of backgrounds.

Demonstrate respect for the Deaf Community and the field of interpretation.



**EDUCATION AND EXPERIENCE:**

Requires a Bachelor's degree or equivalent from an accredited college or university and four years of relevant experience. Must have direct experience as an Interpreter Educator.

**LICENSES AND OTHER REQUIREMENTS:**

Fluency in American Sign Language.  
Certification as a sign language interpreter.  
Valid California driver's license.

**DESIRABLE QUALIFICATIONS:**

Certification by the National Registry of Interpreters of the Deaf or National Association of the Deaf strongly recommended.

**WORKING CONDITIONS:**

Typical office setting.  
Extensive computer and telecommunications work.  
Frequent interactions with individuals.  
Lift up to 25 pounds.  
Occasional travel in and out of state.  
Extended periods of sitting or standing with or without accommodations.

Classified Salary Range 39

Reviewed and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: POOL MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

**Under the direction of an assigned supervisor, clean, maintain and perform preventive maintenance on the swimming pool and support equipment to assure safe and sanitary conditions.**

#### **REPRESENTATIVE DUTIES:**

**Clean and maintain swimming pool in a safe and sanitary condition; brush and vacuum swimming pool according to established procedures; scrub pool tiles.**

**Check and perform preventive maintenance on pumps, chlorinators, heating and filtration equipment to maintain operative condition.**

Clean and disinfect pool deck area.

**Conduct chemical tests of water; apply chemicals as appropriate; order chemicals and supplies as needed.**

Drain and acid wash pool.

Maintain filters, back wash and pumps according to established procedures.

Operate a variety of machines and equipment including pumps, hoses and brushes.

Repair pool deck equipment as needed.

Order related equipment, parts and supplies and maintain supply records.

**Prepare and maintain records regarding chlorine and PH levels, time sheets, supplies and County Health Department records.**

Set up pool equipment for swim classes, meets and occasional weekend swim events.

Perform related duties as assigned.

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

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

Materials, equipment, terminology and methods used in pool maintenance duties.

Use and care of cleaning materials and equipment.

Health and safety regulations.

**October 18, 2004      Human Resources – Administrative Services – 100**

Basic record-keeping techniques.

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

Basic water testing and treatment methods and procedures.

**ABILITY TO:**

Perform preventive maintenance on swimming pool and support equipment to maintain operating condition.

Establish and maintain cooperative and effective working relationships with others

Clean and maintain swimming pool in a safe and sanitary condition.

Operate pool cleaning equipment safely.

Test and treat pool water.

Maintain records.

Understand and follow oral and written directions.

Repair broken equipment and order repairs or new equipment according to established guidelines and procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**WORKING CONDITIONS:**

**Outdoor environment.**

**Heavy lifting required.**

**Exposure to toxic chemicals.**

**Work weekends as needed.**

Classified Salary Range 26

Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:      PRODUCTION SPECIALIST I**

**BASIC FUNCTION:**

Under the direction of a supervisor, dean, or director, performs technically complex duties requiring a comprehensive understanding of audio-visual or graphic arts.

**DISTINGUISHING CHARACTERISTICS:**

The Production Specialist I is responsible for envisioning, creating, developing and overseeing the audio-visual materials.

**REPRESENTATIVE DUTIES:**

Interact with staff and faculty to coordinate needs and expectations about production.

As applicable to audio-visual or graphic artist responsibilities, design and create posters/signs/displays/videos/audio tapes and other material as needed.

Manage budget for the assigned area.

Assist with recruitment, selection, training and oversight of work study assistants and casual workers.

Use advanced equipment, such as computer graphics, photographic, multimedia and telecommunication equipment to aid in production process.

Operate, maintain and service specialized equipment as needed.

Assist with the set up of audiovisual equipment for various events.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Comprehensive knowledge of audio, video, graphics, computers and multimedia productions.

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

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

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

**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.

**EDUCATION AND EXPERIENCE:**

BA in related field plus 3 years related experience or equivalent combination of education and related experience.

**WORKING CONDITIONS:**

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 32

Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:      PRODUCTION SPECIALIST II**

**BASIC FUNCTION**

Under the direction of a supervisor, dean, or director, performs technically complex duties requiring a comprehensive understanding of audio-visual or graphic arts.

**DISTINGUISHING CHARACTERISTICS**

The Production Specialist II is responsible for envisioning, creating, developing and overseeing the audio-visual materials as well as overseeing other classified personnel.

**REPRESENTATIVE DUTIES**

Oversee the work of Production Specialist I and other classified and casual staff.

Interact with staff and faculty to coordinate needs and expectations about production.

As applicable to audio-visual or graphic artist responsibilities, design and create posters/signs/displays/videos/audio tapes and other material as needed.

Manage budget for the assigned area.

As lead person, recruit, select, train and oversee the work study assistants and casual workers.

Use advanced equipment, such as computer graphics, photographic, multimedia and telecommunication to aid in production process.

Operate, maintain and service specialized equipment as needed.

Assist with the set up of audio visual equipment for various events.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Comprehensive knowledge of audio, video, graphics, computers and multimedia productions.

Modern office practices, procedures, and equipment.

**October 18, 2004**

**Human Resources – Administrative Services - 104**

Principles of providing training and work direction.  
Methods and practices of thorough financial and statistical record-keeping techniques.  
Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

**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.

**EDUCATION AND EXPERIENCE:**

BA in related field plus 4 years related experience or equivalent combination of education and related experience.

**WORKING CONDITIONS:**

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 35  
Revised and Board Approved: October 18, 2004

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: PROGRAM COORDINATOR**

### **BASIC FUNCTION:**

Under the direction of a supervisor, dean, or director, oversees the primary functions of the day-to-day operations in the assigned area; initiates, develops, maintains, and disseminates specialized information; interacts with faculty, staff, and community agents; monitors, develops, implements specific assigned duties related to the area assigned; leads, trains, coordinates and provides work direction to subordinate personnel; provides input in the evaluation of program effectiveness; serves as the institutional liaison in the absence of the manager.

### **REPRESENTATIVE DUTIES:**

Initiate, develop, maintain, and disseminate specific task or responsibility.

Develop efficient and thorough process for implementing task or program.

~~Work closely with faculty and staff to coordinate, review and disseminate program material.~~

Monitor and coordinate work-flow; assure the timely completion of duties assigned to the unit.

Assure compliance with District, State, and Federal policies and procedures, applicable laws and regulations and generally accepted technical principles.

#### **Design and produce brochures to promote specific programs**

Compile, organize, research, and verify information for inclusion in various records and reports.

Provide information to District personnel, students, and community regarding area's requirements and procedures; answer questions; intervene, and resolve problems related to the specific student services area assigned.

Prioritize, assign work and provide training to other staff within the unit.

**October 18, 2004**

**Human Resources – Administrative Services - 106**



Review and audit program area for accuracy and compliance with program requirements assuring the integrity of program.

Organize, assign, and prepare year-end report.

Research and recommend process improvements to provide timely and more efficient use of resources.

Participate in task forces, meetings, and the selection of new staff members.

Operate office machines and electronic equipment and systems including computer terminal, personal computer, typewriter, calculator, and copier.

Monitor program expenditures.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Specific program rules, regulations, principles, practices and procedures.

Thorough record-keeping techniques.

Modern office practices, procedures, and equipment.

Electronic systems and technological support..

District organization, operations, policies, and objectives.

Oral, written and interpersonal communication skills using tact, patience, and courtesy.

Applicable sections of State Education Code, Federal and States laws, and other applicable laws.

Word processing, spreadsheet, and database programs.

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

Principles of providing training and work direction.

**ABILITY TO:**

Initiate, develop, maintain operations of a specific area assignment.

Organize day-to-day operations of specific area.

Train and provide work direction to others.

Assign and review the work of others.

Develop and maintain a complex budgets.

Understand a diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the program needs.

Analyze situations accurately and adopt an effective course of action.

Operate standard office machines and electronic systems including calculator, computer terminal, typewriter, and copier.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

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

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in related field and three years of direct experience required.

Directly related work experience in excess of the three years required and two years of college level course work may be substituted for the required Bachelor's degree.

**WORKING CONDITIONS:**

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 36

Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAMMER TRAINEE

**BASIC FUNCTION:**

Under direct supervision, perform entry level tasks of minimal difficulty in application programming. The Programmer Trainee receives formal and on-the-job training in basic computer principles and in writing program instructions.

**REPRESENTATIVE DUTIES:**

~~Participates in formal and on-the-job training in basic programming and job control language, program editor and standard routine features.~~

Write or perform maintenance on simple application programs.

Assist in program testing procedures.

Assist in preparing program, operations, user documentation, program test data, testing and debugging.

Revise existing programs as directed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Data processing business procedures

General office practices and procedures

Microsoft's Net framework

Personal computer operations and software (such as Microsoft Office Suite)

**Application program languages**

**ABILITY TO:**

**Perform inductive and deductive reasoning.**

Learn and apply application programming tools and language.

Read, analyze, and interpret documents and technical procedures.

Write reports and routine business correspondence.

**Effectively present information and respond to questions from managers, clients, and customers.**

October 18, 2004

Human Resources – Administrative Services - 109

PROGRAMMER TRAINEE (continued)

Page 2

Apply basic mathematical reasoning and skills.

Solve practical problems and deal with a variety of concrete variables in situations where some standardization exists.

Interpret a variety of instructions in written, oral, diagram or schedule formats.

Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to an Associate degree in a related field and one year of data processing experience .

**LICENSES AND OTHER REQUIREMENTS:**

This is a trainee classification. Incumbents may remain in this position 12 months, after which they must either advance to the next class or be dismissed.

**WORKING CONDITIONS:**

Standard office setting

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

Lift and carry up to 25 pounds.

Move from one location to the other.

May sit or stand for extended periods of time.

Classified Salary Range 33

Revised and Board Approved: October 18, 2004

**October 18, 2004**

**Human Resources – Administrative Services - 110**

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: PROMOTION ASSISTANT**

**BASIC FUNCTION:**

Under general supervision of the Director, provide support for promotions and artists' contracts by talking with production managers at least 30 days prior to the show to ensure that hospitality and artist relations are prepared and appropriate; and do related work as required.

**REPRESENTATIVE DUTIES:**

Assist in the preparation of promotion materials, including but not limited to signs, posters, brochures, newsletters, news releases and public service announcements and proof work.

Perform all website and computer updates. Make title changes, show additions or deletions notations, correct time and/or price errors and do grammar checks.

Keep track of the billing and bookkeeping for the promotional area and maintain budget accounts for the promotion of all functions whether an El Camino College event or professional, contracted presenting event.

Serve as a driver to shuttle artists and their personnel and pick up supplies for hospitality suites for the artists and contracted production personnel.

Oversee all hospitality and catering in accordance with the arrangements designated through artists' contracts.

Handles inventory and petty cash for purchases and all promotional needs as stipulated in the artists' contracts.

**KNOWLEDGE AND ABILITIES:**

**October 18, 2004      Human Resources – Administrative Services - 111**

**PROMOTION ASSISTANT (continued)**

**Page 2**

**KNOWLEDGE OF:**

**Grammar, spelling, punctuation and modern English usage;**

**Techniques for design, layout and preparation of promotion material and displays.**

**Basic recordkeeping techniques.**

**ABILITY TO:**

Carry out assigned work without immediate supervision.

Produce effective promotional materials.

Work effectively under deadline pressure.

Learn how to use and operate a personal computer.

Perform detailed work accurately.

Understand and follow oral and written directions.

Add, subtract, multiply and divide quickly and accurately.  
Exercise tact and discretion when interacting with others.

**EDUCATION AND EXPERIENCE:**

One year full-time experience designing and writing promotional materials. Experience operating a personal computer desirable. Completion of two years related college education preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Drivers License

**WORKING CONDITIONS:**

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

Will drive to locations to pick up food and/or supplies for the hospitality suites.

Will serve as a runner, when necessary.

Must be able to lift at least 50 pounds and be able to carry up a flight of stairs cases of water, beverage containers, food, etc.

Work with artists who may be temperamental and difficult to work with .

Classified Salary Range 28

Revised and Board Approved: October 18, 2004

**October 18, 2004**

**Human Resources – Administrative Services - 112**

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN**

#### **BASIC FUNCTION:**

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

#### **DISTINGUISHING CHARACTERISTICS:**

The Senior Accounting Technician performs complex and difficult duties, assisting in the preparation, maintenance and review of accounting, budgetary and fiscal records and District-reports. Accounting Officers direct complete functional areas such as payroll, accounts payable and financial aids accounting. Accounting Technicians perform technical accounting duties in assigned functional areas of ancillary services involving complete sets of books for such areas as Bookstore, ASB, and Auxiliary Services.

#### **REPRESENTATIVE DUTIES:**

Perform complex and difficult 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 highly comprehensive financial and accounting records, ledgers and reports.

Provide information to District personnel and other interested parties regarding audit requirements and accounting records, procedures and errors.

Maintain and monitor assigned accounts; compile and 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 to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.

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

**October 18, 2004**

**Human Resources – Administrative Services - 113**

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

Operate a variety of office equipment and machines.

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.

Provide work direction and guidance to others.

**EDUCATION AND EXPERIENCE:**

~~Requires an Associate degree and four (4) years of related experience.~~



**WORKING CONDITIONS:**

Office environment.

Sit or stand for long periods of time.

Lift and carry up to 25 lbs.

Move from one work area to another.

Work with a computer for long periods of time.

Classified Salary Range 36

Revised and Board Approved: October 18, 2004

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SOUND TECHNICIAN**

#### **BASIC FUNCTION:**

**Under the direction of an assigned Dean or supervisor, operate, maintain, adjust and repair sound and projection equipment; record live performances, lectures and special events.**

#### **REPRESENTATIVE DUTIES:**

**Operate motion picture projectors, sound equipment and other electronic equipment in the theater, auditorium and other areas.**

**Record lectures, speeches and special events such as plays, operas, operettas, concerts, solos and other performances.**

Work with directors in planning sound to be used or recorded for special events.

Repair, adjust and calibrate a variety of sound equipment including amplifier, tape recorder, mixer, microphones, projectors and others.

Duplicate and edit tape recordings as requested.

**Assist in technically difficult repairs on other campus electronic equipment such as public address systems, television receivers, video tape recorders and electronic pianos.**

**Record sound tracks for synchronization with slide presentations and motion pictures; open theater or auditorium for events checking stage, lighting, sound and other equipment to assure proper operation.**

**Order equipment and supplies; select and order films for children's series; design and create special electronic effects for stage production.**

Maintain records and-prepare reports related to work performed.

**Perform related duties as assigned.**

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

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

Operation, maintenance and repair of modern sound equipment.

Microphone patterns and techniques for proper placement.

Projection and sound system equipment.

Basic electronics and audio techniques.

Sound mixing and editing.

Technical aspects of field of specialty.

Methods, equipment and materials used in the repair and maintenance of assigned equipment.

**ABILITY TO:**

Operate and repair sound systems, projection and other electronic equipment.

Cue film and operate two projectors continuously.

Correct equipment malfunctions-during live performances.

Align and calibrate audio equipment.

Technical aspects of field of specialty.

Methods, equipment and materials used in the repair and maintenance of assigned equipment.

**EDUCATION AND EXPERIENCE:**

**Any combination equivalent to: two years of college course work in electronics, theater technical operations or closely related field and three years experience in the operation, maintenance and repair of sound equipment.**

**WORKING CONDITIONS:**

Physically demanding work requires the ability to lift and carry up to 60 pounds.

Must be able to work in high places such as ladders, lifts, grid above the performance stage and counterweight floor.

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

Classified Salary Range 36

Revised and Board Approved: October 18, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**CLASS TITLE: TELECOMMUNICATIONS TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of an Information Technology Services administrator, install, configure, repair and provide preventive maintenance for District telecommunications equipment including computers, data communications equipment, telephone system equipment and new telephones; perform moves and changes of existing telephones, program the phone switch and install telecommunication boards in micro-computers. Provide installation, maintenance, and inventory of voice/data/video equipment and assist in the coordination of repairs for telecommunications services for the District.

**REPRESENTATIVE DUTIES:**

**Install, configure, repair and maintain District telecommunications equipment including personal computer communications apparatus, data communications equipment, telephone system equipment and new telephones.**

Perform telephone switch programming, maintenance and system diagnostics; trouble shoot switch-related outages; determine system load and perform preventive maintenance and expansion of the District telecommunications network.

**Perform routine telephone moves, changes, installations and repairs.**

Maintain inventories of District equipment and circuitry.

**Review incoming equipment service orders; prioritize orders and provide day-to-day scheduling of technicians.**

**Ensure the completion of work requests and assist with voice/data services provided throughout the District.**

**Follow proper instructions when installing, maintaining, and repairing telephones, circuits, and related equipment in response to scheduled work orders and service calls.**

**October 18, 2004      Human Resources – Administrative Services - 118**

**Ensure installations and repairs are made to voice, data, and video communication cable. Test the equipment for proper operation before signing off on the request.**

**Ensure that all records for the installations and repairs are maintained accurately and filed according to the department and District's record retention guidelines.**

**Program telecommunication switches to accommodate new services and changes; perform system moves and changes internally or via remote access.**

Respond to emergency on- call situations in a timely manner.

Maintain current knowledge of the District's voice and data communications systems.

Serve as liaison with vendors in solving routine problems with the communications components.

Maintain sufficient stock of all equipment for back upon of failed communications devices.

Assist in providing temporary phone and data service before, during and after registration.

**Travel between sites to solve any technical or service problems; attend meetings, workshops seminars as assigned.**

**Perform related duties as assigned.**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current and complete technical knowledge of telephone switches, network configurations, voice/data circuit specifications, micro-computer modems and related areas of interaction with various service vendors.

Principles and techniques of voice and data communications.

Computers and data communications equipment.

Telecommunications principles, equipment, procedures and terminology.

Basic laws of electricity, theory of electric currents and power.

Safety procedures for electrical and mechanical hazards.

Methods of communication wiring.

Operation of data network systems.

Record keeping techniques.

Methods of storing inventory and maintain related records.

**ABILITY TO:**

Properly follow safety guidelines, procedures and precautions to ensure safe practices at all times.

Install and maintain personal computer communications apparatus.

**October 18, 2004**

**Human Resources – Administrative Services - 119**

**Telecommunications Technician (continued)**

**Page 3**

Install and maintain local area network.

Operate electronic test equipment used in testing computer and telephone lines.

Read and interpret manufacturers' manuals including schematics and flow charts.

Install and/or move telephone sets.

Install, maintain and repair telecommunication cable and equipment.  
Differentiate colors when using color coded wires and schematics.  
Use a personal computer for switch control.  
Follow an activity, project, or plan of action from inception through implementation.  
Analyze technical problems and do abstract problem solving.  
Operate independently on an on-call basis.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Understand and follow oral and written directions.  
Plan and organize work.

Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level courses in telecommunications and three years of telecommunications experience installing and maintaining telephone equipment including switches used by the District, wiring systems, phone sets, and network design and configuration.

**WORKING CONDITIONS:**

**Read blueprints and use various testing devices to locate trouble and evaluate current voltage and resistance.**

Work in conditions containing dust.  
Push, pull, physically handle and regularly lift objects up to approximately 50 pounds.  
Occasionally may have to lift up to 75 pounds.  
Stand, stoop, bend, crawl, or kneel to repair and/or install equipment.  
Utilize hands, arms, feet and legs simultaneously.  
Determine color-coded electrical wiring.  
May work on weekends.  
May have to work irregular hours during emergency situations and/or during registration.

Classified Salary Range 37  
Revised and Board Approved: October 18, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: SOUND TECHNICIAN**

**BASIC FUNCTION:**

**Under the direction of the Director or supervisor, operate, maintain, adjust and repair sound and projection equipment; record live performances, lectures and special events, and design sound for Fine Arts Division productions.**

**REPRESENTATIVE DUTIES:**

**Operate sound equipment, film and video projectors, and other electronic/digital equipment in the Auditorium, Campus Theater, Recital Hall and other areas.**

**Record events such as plays, concerts, lectures and other performances.**

**Work with directors and guest artists in planning sound to be used or recorded for Center of Fine Arts events and Fine Arts productions.**

**Repair, adjust and calibrate a variety of sound equipment including amplifiers, tape recorders, mixers, microphones, projectors and others.**

**Duplicate and edit tape and CD recordings as requested.**

**Assist in technically difficult repairs on Fine Arts Division electronic equipment such as public address systems, audio and video equipment and electronic pianos.**

**Order sound-related equipment and supplies.**

**Maintain records and-prepare reports related to work performed.**

**Perform related duties as assigned.**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Operation, methods, equipment and materials used in the repair and maintenance of sound and other related equipment.**

**Microphone patterns and techniques for proper placement.**

**October 18, 2004**

**Human Resources – Administrative Services - 121**

Projection and sound system equipment.  
Basic electronics and audio techniques.  
Sound mixing and editing.  
Digital audio editing.  
Technical aspects of field or specialty.

**ABILITY TO:**

Operate and repair sound systems, projection and other electronic equipment.  
Correct equipment malfunctions-during live performances.  
Align and calibrate audio equipment.  
Repair and maintain assigned equipment.  
Train and provide direction to others.  
Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

**Any combination of education and experience that is equivalent to at least two years of college course work in sound design, technical theater and electronics and three years of professional experience in the operation, maintenance and repair of sound equipment.**

**WORKING CONDITIONS:**

Physically demanding work requires the ability to lift and carry up to 60 pounds.  
Must be able to work in high places such as ladders, lifts, grid above the performance stage and counterweight floor.  
Must be able to work nights, weekends, and holidays as needed.

Classified Salary Range 36

Revised and Board Approved: October 18, 2004



## ~~EL CAMINO COMMUNITY COLLEGE DISTRICT~~

### ~~CLASS TITLE: TELECOMMUNICATIONS TECHNICIAN~~

#### ~~BASIC FUNCTION:~~

~~Under the direction of an Information Technology Services administrator, install, configure, repair and provide preventive maintenance for District telecommunications equipment including computers, data communications equipment, telephone system equipment and new telephones; perform moves and changes of existing telephones, program the phone switch and install telecommunication boards in micro-computers. Provide installation, maintenance, and inventory of voice/data/video equipment and assist in the coordination of repairs for telecommunications services for the District.~~

#### ~~REPRESENTATIVE DUTIES:~~

~~Install, configure, repair and maintain District telecommunications equipment including personal computer communications apparatus, data communications equipment, telephone system equipment and new telephones.~~

~~Perform telephone switch programming, maintenance and system diagnostics; trouble shoot switch-related outages; determine system load and perform preventive maintenance and expansion of the District telecommunications network.~~

~~Perform routine telephone moves, changes, installations and repairs.~~

~~Maintain inventories of District equipment and circuitry.~~

~~Review incoming equipment service orders; prioritize orders and provide day to day scheduling of technicians.~~

~~Ensure the completion of work requests and assist with voice/data services provided throughout the District.~~

~~Follow proper instructions when installing, maintaining, and repairing telephones, circuits, and related equipment in response to scheduled work orders and service calls.~~

October 18, 2004

Human Resources – Administrative Services - 123

~~Ensure installations and repairs are made to voice, data, and video communication cable. Test the equipment for proper operation before signing off on the request.~~

~~Ensure that all records for the installations and repairs are maintained accurately and filed according to the department and District's record retention guidelines.~~

~~Program telecommunication switches to accommodate new services and changes; perform system moves and changes internally or via remote access.~~

~~Respond to emergency on-call situations in a timely manner.~~

~~Maintain current knowledge of the District's voice and data communications systems.~~

~~Serve as liaison with vendors in solving routine problems with the communications components.~~

~~Maintain sufficient stock of all equipment for back-up of failed communications devices.~~

~~Assist in providing temporary phone and data service before, during and after registration.~~

~~Travel between sites to solve any technical or service problems; attend meetings, workshops, seminars as assigned.~~

~~Perform related duties as assigned.~~

~~KNOWLEDGE AND ABILITIES:~~

~~KNOWLEDGE OF:~~

~~Current and complete technical knowledge of telephone switches, network configurations, voice/data circuit specifications, micro-computer modems and related areas of interaction with various service vendors.~~

~~Principles and techniques of voice and data communications.~~

~~Computers and data communications equipment.~~

~~Telecommunications principles, equipment, procedures and terminology.~~

~~Basic laws of electricity, theory of electric currents and power.~~

~~Safety procedures for electrical and mechanical hazards.~~

~~Methods of communication wiring.~~

~~Operation of data network systems.~~

~~Record keeping techniques.~~

~~Methods of storing inventory and maintain related records.~~

~~ABILITY TO:~~

~~Properly follow safety guidelines, procedures and precautions to ensure safe practices at all times.~~

~~Install and maintain personal computer communications apparatus.~~

~~Install and maintain local area network.~~

October 18, 2004 Human Resources – Administrative Services - 124

~~Operate electronic test equipment used in testing computer and telephone lines.~~

~~Read and interpret manufacturers' manuals including schematics and flow charts.~~

~~Install and/or move telephone sets.~~

~~Install, maintain and repair telecommunication cable and equipment.~~

~~Differentiate colors when using color-coded wires and schematics.~~

~~Use a personal computer for switch control.~~

~~Follow an activity, project, or plan of action from inception through implementation.~~

~~Analyze technical problems and do abstract problem solving.~~

~~Operate independently on an on-call basis.~~

~~Maintain records and prepare reports.~~

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

~~Understand and follow oral and written directions.~~

~~Plan and organize work.~~

~~Work cooperatively with others.~~

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

~~Any combination equivalent to: two years of college-level courses in telecommunications and three years of telecommunications experience installing and maintaining telephone equipment including switches used by the District, wiring systems, phone sets, and network design and configuration.~~

### **~~WORKING CONDITIONS:~~**

~~Read blueprints and use various testing devices to locate trouble and evaluate current voltage and resistance.~~

~~Work in conditions containing dust.~~

~~Push, pull, physically handle and regularly lift objects up to approximately 50 pounds.~~

~~Occasionally may have to lift up to 75 pounds.~~

~~Stand, stoop, bend, crawl or kneel to repair and/or install equipment.~~

~~Utilize hands, arms, feet and legs simultaneously.~~

~~Determine color-coded electrical wiring.~~

~~May work on weekends.~~

~~May have to work irregular hours during emergency situations and/or during registration.~~

~~Classified Salary Range 37~~

**Revised and Board Approved: October 18, 2004**

\* Item pulled – duplicate of classification already in agenda on page 118.

**October 18, 2004**

**Human Resources – Administrative Services - 125**

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: THEATER ASSISTANT**

#### **BASIC FUNCTION:**

**Under the general supervision of the Director or direction of the assigned supervisor, perform general stage duties which consist of lighting, sound, stage construction, painting and rigging for rehearsals and performances in the performance locations.**

#### **REPRESENTATIVE DUTIES:**

**Assist with the construction of stage scenery and properties working from blueprints, diagrams, plans or drawings.**

**Assist in hanging, focusing lighting equipment, set-up of microphones and speakers, scene painting and flameproofing, rigging, flying or repairing curtains and scenery.**

Program cues and operate sound and/or light boards as assigned.

Mentor students as assigned.

Operate a variety of hand and power tools and technical equipment used in the theater productions; observe safety precautions and regulations.

Set up and operate lighting and sound equipment including computerized and manual boards.

Maintain records and inventories as assigned.

Perform related duties as assigned.

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

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

Methods of lighting, sound and stagecraft/construction.

Types and uses of lighting, sound, stage and shop equipment.

Basic record-keeping techniques.

Health and safety regulations.

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

Set up, operate and run lighting and sound equipment in campus facilities including computerized and manual boards and related equipment.

**Construct, paint, flameproof and rig stage scenery and properties.**

**Operate and demonstrate proper use of stage and shop equipment including hand and power tools.**

**Maintain records and inventories.**

Work cooperatively with others.

**October 18, 2004      Human Resources – Administrative Services - 126**

Work nights and weekend hours as needed.  
Assist with sound, lighting and other areas of stage production.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: graduation from high school supplemented by course work in stagecraft, theater production or related field and two years experience assisting in lighting, sound, set construction or related stage production areas.~~

**WORKING CONDITIONS:**

Physically demanding work requires the ability to lift and carry up to 60 pounds.  
Must be able to work in high places such as ladders, lifts, grid above the performance stage and counterweight floor.  
Must be able to work nights, weekends and holidays as needed.

Classified Salary Range 20  
Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: THEATRE TECHNICIAN**

**BASIC FUNCTION:**

**Under the direction of the Director or supervisor, perform skilled and technical duties related to the construction and development of stage sets or costumes; perform technical duties related to sound and lighting system operation.**

**REPRESENTATIVE DUTIES:**

**Construct stage sets, flats, properties or stage costumes.**

**Prepare or modify working plans, drawings and light plots for specific situations.**

**Mix and apply paints and flameproofing to sets.**

**Check the stage and production areas for safety hazards and maintain health and safety standards in these areas, and in operation of scene shop and costume shop equipment.**

**Rig curtains and operate and maintain stage counterweight system.**

**Attend rehearsals, shows, and lectures and interpret diagrams or written and verbal information regarding events.**

**Operate stage equipment, lighting and sound systems, digital projection equipment and costume shop or scene shop equipment as required.**

**Demonstrate the correct use of stage equipment to teachers, students and operators.**

**Perform minor repairs and general maintenance on stage-related equipment.**

**Oversee student workers and hourly personnel as assigned.**

**Maintain inventories and other records.**

**Maintain a clean working environment.**

**Perform related duties as assigned.**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**Methods, equipment and materials used in stage and set design and construction.**

**Costume design and construction.**

**Types and uses of lighting, sound, counterweight and other stage and costume equipment.**

**Basic electrical theory, sound and lighting effects.**

**Set up and running of digital video presentations.**

**Carpentry, painting and other skills required in set construction.**

Sound effect techniques.

Health and safety regulations.

**ABILITY TO:**

Perform skilled and technical duties related to the construction and development of stage sets or costumes.

Exercise safe practices in the performance of job duties.

Construct and paint stage sets or theater costumes.

Improvise theater properties, costumes, and other stage effects.

Maintain records of equipment and supplies.

Operate and oversee the use of stage equipment including projectors, lighting, and sound systems, costume shop or scene shop equipment.

Operate hand and power tools.

Train and provide direction to others.

Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to two years of college course work in theater production, stage craft or related field and two years of experience in the construction of sets or stage costumes and the operation of sound and lighting equipment.

**WORKING CONDITIONS:**

Lift, push, pull and load a variety of materials and equipment associated with theater production.

May, at times, operate high-powered machinery requiring protective gear.

Will work occasionally with paints, dyes, varnishes, and other toxic materials.

May occasionally be required to work at heights.

**XV. Classified Salary Range 31**

Revised and Board Approved: October 18, 2004

# EL CAMINO COMMUNITY COLLEGE DISTRICT

## **CLASS TITLE:           USER SUPPORT TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the business systems analyst and general supervision of division management, the user support technician enters and verifies data, installs, configures, and maintains workstation operating systems; installs and configures client and office support software; tailors workstation communications software and provides “on the job” training support to users.

### **REPRESENTATIVE DUTIES:**

**Assist other information technology support staff in systems usage, writing and debugging UNIX shell programs.**

Communicate with affected persons about any problems and unusual results from scheduled job runs, and keep the Help Desk informed of problems.

Install and maintain integrated systems software and applications and configure workstation operating systems.

**Review, check and verify input documents to assure accuracy, completeness and compliance with established policies, procedures and standards of assigned office or department.**

Code and enter data on a computer or terminal according to existing formats and guidelines; assist as requested in developing new fields, screens and formats.

Communicate with users regarding input documents, work schedules, output and report generation.

Load and download data and assure proper interface with personal computer applications; create back-up files as needed.

Train users on new and existing software.

Maintain software and hardware inventory for supported users.

Process a variety of computer production runs producing reports and queries.

**Proof and balance report and summaries.**

October 18, 2004

Human Resources – Administrative Services – 130



Provide support to the faculty by scanning, grading, and reporting student tests, surveys and evaluations.

Contribute to the efficiency of computing by performing regular monitoring of response times and workloads on the main computer, responding promptly ; to any abnormal alarm or condition within the system; perform remedial action; inform appropriate division staff of diagnostic information. Shut down power and restart all assigned systems as needed, and communicate special instructions and changes to standard procedures to other staff members.

Respond to requests and provide information to faculty and staff.

Ensure the accuracy of output by separating and checking any remaining job output produced the previous night.

Provide effective job scheduling by preparing and organizing the jobs to accomplish the night's work, submitting, executing, and printing all jobs required. Separate and verify the accuracy of output produced.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Microsoft and Unix operating systems, basic network principles, and e-mail client requirements  
**Personal computer office products including, but not limited to, Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).**

Reporting capacity for integrated systems software  
Personal computer and workstations installation and support procedures.  
Personal computer software installation and configuration techniques

**ABILITY TO:**

Apply the principles and concepts listed above under knowledge and abilities.  
Train technology users.

**Analyze and resolve problems and present a clear explanation of the events leading up to or contributing to the problem.**

Communicate effectively, both orally and in writing.  
Install, configure, and tailor personal computer based software.  
Utilize office suite software for satisfying divisional and user documentation requirements.  
Establish and maintain open lines of communications with the user community.  
Track and satisfy in a timely manner user requests for services.

**October 18, 2004      Human Resources – Administrative Services - 131**

Develop and publish training manuals and technical bulletins.  
Read, understand and follow technical and verbal technical instructions.  
Manage multiple tasks concurrently and work with minimal direct supervision.  
Be cognizant of and responsive to customer service needs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or G.E.D and two years of experience installing and supporting personal computer software. An associate degree in a related field is preferred.

**WORKING CONDITIONS:**

Standard office setting

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

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

May sit and stand for long periods of time.

Classified Salary Range 37

Revised and Board Approved: October 18, 2004

**October 18, 2004**

**Human Resources – Administrative Services - 132**

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: UTILITY WORKER**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform custodial and minor maintenance duties for campus facilities; train and provide work direction to Custodians and schedule work to meet designated time lines.

### **REPRESENTATIVE DUTIES:**

Perform custodial and minor maintenance duties for campus facilities; train and provide work direction to Custodians and schedule work to meet designated time lines.

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.

Assist in cleaning kitchen and coffee shop equipment.

Operate heavy equipment such as forklifts, Genie-Booms and other related equipment.

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

Assist maintenance crews performing semi-skilled maintenance work as assigned.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods of cleaning and preserving floors, walls and fixtures.

Cleaning materials, disinfectants and equipment used in custodial work.

Common cleaning tools and their uses.

Handling of hazardous materials.

Safe work practices.

**October 18, 2004      Human Resources – Administrative Services - 133**

**ABILITY TO:**

Perform custodial and minor maintenance duties for campus facilities.  
Train and provide work direction to others.  
Assign and review the work of others.  
Use of common electrical cleaning equipment.  
Read and write at the level required for successful job performance.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.  
Perform physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience at the level of Custodian.

**WORKING CONDITIONS:**

Heavy lifting required.  
Maneuver in physically strenuous situations.  
Stand and sit for long periods of time.  
Indoor and outdoor work environments.  
Working with potentially dangerous equipment and chemicals.

Classified Salary Schedule Range 23

Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: WEB DEVELOPER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor or director, manage the content, implementation, maintenance, improvement and support of the District's World Wide Web site. The Web Developer is responsible for the day-to-day maintenance and operation of the official El Camino Community College District's websites and assures that all web pages comply with appropriate policies, guidelines and standards. Coordinate web functions, monitor web activities, incorporate new technologies into the web site and enhance existing web sites.

**REPRESENTATIVE DUTIES:**

In collaboration with the Director, coordinate with El Camino management and consult with them to establish priorities for website development and to plan, review and evaluate El Camino web pages.

Meet with division and department contacts to continue development of their sites.

Code HTML and train identified content owners to use Web conversion tools to convert their own documents to HTML.

Create graphics for Web pages. Work with graphic designer to develop complex, web-friendly graphics.

Create new web pages and update existing web pages as necessary.

Provide excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.

Develop web page infrastructure, utilize applications to ensure technical performance and assess new technologies for applicability to El Camino's needs.

Ensure compliance with applicable legal requirements and the District's policies on website usage.

Participate on committees and campus activities as assigned. Work with internal teams to implement and incorporate new products into current web site format/structure. Lead projects as required to integrate new products into current online structure. Work with users to market the Intranet through promotional items.

**October 18, 2004**

**Human Resources – Administrative Services - 135**

Maintain current knowledge of web technologies and communicate this information to promote and support system usage.

Interact with instructors and others to convert existing course to online format. Design graphical interface and course flow to make course administration as seamless as possible for both instructors and students. Monitor, on a daily basis, student interactivity forum and assist students with questions on communicating in the student forum.

Develop and deliver forms through the Intranet. Write and publish technical guides and newsletters.

Provide up-to-date information on Web uses and services. Provide direction as needed.

Implement technologies that interact with databases and present that information on the Web.

Trains users in the construction of web pages and the proper uploading of web pages.

Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Current trends and technology in the field of information systems

Personal computers, operating and networked systems

Web design, development, and implementation

Familiarity with client server applications and troubleshooting

Interactive languages and technologies such as HTML, MS FrontPage, Windows, graphic tools, multi-media software, Java, and Javascript

Principles of providing training and work direction.

Working knowledge of basic composition, page layout and presentation packages such as Front Page, Quarkexpress, Illustrator, Photoshop and Dream Weaver.

Visual Interdev, VB Script and CGI is preferred.

### **ABILITY TO:**

Present technical concepts to users at varied experience levels.

Train and provide direction to others.

Communicate effectively orally and in writing.

Work cooperatively with others.

Maintain a professional demeanor.

Demonstrate effective time management and organizational skills.

Research, evaluate, and implement new technologies, development tools and products.

**October 18, 2004 Human Resources – Administrative Services - 136**

**Web Developer (continued)**

**Page 3**

Work on complex problems where independent action and a high degree of initiative are required.

Make recommendations and implement processes, methods and programs to continually improve systems.

## **EDUCATION AND EXPERIENCE:**

A bachelor's degree and two years of hands-on experience with Web systems design and development with Windows NT, UNIX, or Macintosh platforms and advanced proficiency with HTML, XML, including style sheets, templates, complex tables, frames and image maps OR an Associate degree and seven (7) years of directly related and technically relevant experience is required. Must be able to program forms and implement scripts using languages such as Perl, CGK, JAVA, C, C++, Visual Basic, or VB Script.

Prior experience in developing documents with embedded graphics, forms, audio, video and script objects is preferred.

## **WORKING CONDITIONS:**

Extensive computer work  
Move from one work area to another as needed.

Classified Salary Range 41  
Revised and Board Approved: October 18, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: STAFF DEVELOPMENT COORDINATOR**

**BASIC FUNCTION:**

Under the direction of the Director of Human Resources, facilitate and coordinate appropriate and timely professional development workshops for faculty, management and staff; design, plan and implement various programs to address institutions departmental and personal training needs; train, supervise and evaluate assigned staff.

**REPRESENTATIVE DUTIES:**

Develop the District's Staff Development Plan; establish goals and objectives to align with institutional goals; prepare related report and submit to the Chancellor's Office as needed; design and develop programs throughout the year to meet the objectives set forth in the Plan.

In conjunction with the Faculty Development Committee, design and implement a Flexible (flex) Calendar Program for faculty involving numerous workshops, training sessions and seminars; submit related certification to the Chancellor's Office as required; maintain accountability records for full-time faculty with respect to their flex obligations.

Coordinate and facilitate a classified employee training program that is in compliance with the provisions of the Classified Employee Agreement.

Develop and monitor an assigned budget to implement the District's Staff Development Plan within established guidelines; prepare year-end expenditure and activities report for assigned funds; assure proper formatting of District and State reports.

Design, plan and implement various programs to address institutional and departmental training needs; design and conduct an annual needs assessment for faculty, classified and management groups; prepare flyers and announcements for workshops.

Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels and committees as requested.

Select consultants and internal faculty and staff to conduct training and workshops; conduct individual program evaluations and prepare summaries of performance indicators.

Attend and conduct a variety of professional regional and other meetings; chair assigned committees; develop agendas, record minutes and provide for appropriate follow-up; meet with other college campuses and staff development officers to share resources and ideas; facilitate division and department meetings and retreats.

**October 18, 2004      Human Resources – Administrative Services - 138**



Develop processes and procedures as needed to coordinate the staff development function including the development of contracts, forms, grant applications, awards and other materials.

Plan, organize and implement major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.

Operate a computer and other office equipment as assigned.

Communicate with vendors regarding training materials and resources; review training materials and select materials for purchase.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Education Code and other laws, rules and regulations related to assigned activities.

Employee group collective bargaining agreements.

District organization, policies and objectives.

Curriculum development for training courses.

District job classifications and functions.

Policies and objectives of supervision and training.

Record-keeping techniques.

Budget preparation and control.

Public speaking techniques.

**ABILITY TO:**

Create, plan and implement a comprehensive staff development program.

Develop training programs, workshops and seminars based on needs assessment.

Coordinate College-wide programs.

Train, supervise and evaluate assigned staff.

Administer funds and maintain accurate budget records.

Prepare and maintain records and reports.

Explain policies and procedures to faculty and staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction

Prepare and deliver oral presentations.

Demonstrate interpersonal skills using patience, tact and courtesy.

Maintain current knowledge of advances in the field involving literature, current research and resources.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social science or related field and two years experience coordinating programs. Experience as a trainer is preferred.

**WORKING CONDITIONS:**

Extensive use of a monitor, computer and keyboard.

Move from one location to another.

Lift and carry up to 25 pounds.

May occasionally travel to off campus locations.

Interact with a variety of individuals.

Supervisor Salary Range 24

Revised and Board Approved: October 18, 2004

**October 18, 2004      Human Resources – Administrative Services - 141**

**October 18, 2004      Human Resources – Administrative Services - 142**



**October 18, 2004**

**Human Resources – Administrative Services - 144**

**El Camino Community College District**  
**Administrator Salary Schedule**

Effective: January 1, 2004

Revised: October 18, 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	5,975
Range 2	51,101	52,681	54,318	55,975	57,659
Range 3 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 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 Assistant Director, Bookstore Project Director, Regional Interpreter Training Grant Assistant Director, Small Business Development Center Director, Education & Community Development	68,820	70,758	73,290	75,840	78,387
Range 8 Director Center for Applied Competitive Technologies (CACT) Assistant Director for Construction & Maintenance Assistant Director for Grounds and Operations Director, Accounting Director, Child Development Center Assistant Director EOP&S/CalWORKS 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	76,779	79,133	81,503	83,960	86,478
Range 11 Director, Small Business Services Director, Technical Education Director Workforce Education Director, Workplace Learning Resource Center Assistant Director Admissions & Records CalWORKS & Career Placement Services Director Range 11 (continued)	79,133	81,503	83,960	86,478	89,073
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, Center for International Education  
 Director, Financial Aid & Scholarship  
 Director, Purchasing and Business Services  
 Director, Research and Planning  
 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: October 18, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATIONS BY SERIES AND SALARY RANGE**

**\*Revised October 18, 2004**

<b><u>CLASSIFICATION</u></b>	<b><u>RANGE</u></b> <b><u>RANGE</u></b>	<b><u>CLASSIFICATION</u></b>
------------------------------	--	------------------------------

**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 Programmer 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 SERIES (con't)**

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
Welder.....	37
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

<i>Event Specialist Career &amp; Transfer Ctr.</i> .....	34
Costume Technician.....	31

**PERFORMING ARTS SUPPORT SERIES (con't)**

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-~~Specialist~~ Technician .32

**\*Board Approved October 18, 2004**

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATIONS BY SERIES AND SALARY RANGE**

**\*Revised October 18, 2004**

**CLASSIFICATION**                      **RANGE**                      **CLASSIFICATION**

**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  
Programmer 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 SERIES (con't)**

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
Welder.....	37
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

**PERFORMING ARTS SUPPORT SERIES (con't)**

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

\*Event Specialist Career & Transfer Ctr. ....34

\*moved from Performing Arts Series

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 Technician.....32

**\*Board Approved October 18, 2004**

---

---

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

---

---

- |                                       |        |
|---------------------------------------|--------|
| A. Travel                             | Page 1 |
| B. Board of Trustees' Self-Evaluation | Page 1 |

## Travel

It is recommended that the Board approve the following travel:

1. Community College League of California Annual Convention  
Mrs. Mary E. Combs, November 19-20, 2004, Anaheim, California, with transportation and necessary expenses paid.
2. Community College League of California Annual Trustee Orientation/Legislative Conference  
Mrs. Mary E. Combs, January 29-30, 2005, Sacramento, California, with transportation and necessary expenses paid.
3. Association of Community College Trustees National Legislative Summit  
Mrs. Mary E. Combs, February 14-16, 2005, Washington, DC, with transportation and necessary expenses paid.

## 2003-2004 Board of Trustee Goals and Evaluation.

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Community College League of California provides the evaluation instrument. The Board of Trustees remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming year.

- I. New Trustee Orientation
  - A. Consider assigning or referring a mentor.
  - B. Help new Trustee strengthen links to external community.
  - C. Encourage new Trustee to seek Trustee educational opportunities.
  - D. Encourage CEO availability to new Trustee.
- II. Effect implementation of the November 5, 2002 Measure E successful bond election.
  - A. Update College Facilities Master Plan.
  - B. Implement construction program.
  - C. Monitor and approve construction program.

- III. Participate in community activities and events and bring observations to the Board for policy issues.
  - A. Attend events in the community.
  - B. Speak to community groups.
  - C. Make Board presentations.
  - D. Bring copies of community events and activities to other Board members.
  
- IV. Participate in the operation of the College at Board Meetings.
  - A. Speak freely and openly on policy issues.
  - B. Solicit opinions of fellow Board members.
  - C. Present ideas during discussion section of Board Meetings.
  
- V. Continue a Trustee education program.
  - A. Attend a conference on Trustee responsibilities.
  - B. Submit materials from various sources to fellow Trustees.
  - C. Read Trustee education materials sent by various organizations.

Background. With this October 2004 presentation, individual Board members complete the self-evaluation questionnaire for 2003-2004. At the November Board meeting, the Board members comment on their evaluations and make recommendations for 2004-2005 goals.

**EL CAMINO COLLEGE BOARD OF TRUSTEES  
SELF-EVALUATION QUESTIONNAIRE 2003-2004**

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
<b>Priorities and Planning</b>					
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.					
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.					
<b>Board and Chief Executive Officer Relations</b>					
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.					
3. Trustees keep the CEO well informed of contacts with the community.					
4. Trustees keep the CEO well informed of contacts with college employees.					
<b>Board and College Relations</b>					
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.					
3. Trustees are knowledgeable about the mission of the college.					
4. The Board is sensitive to the concerns of students.					
5. The Board is sensitive to the concerns of employees.					
6. The Board supports the college by attending various events.					
<b>Board and Community Relations</b>					
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.					
3. Trustees use their community ties to promote a positive image of the college					
<b>Board Agendas</b>					
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.					
3. The Board Agendas are organized logically which facilitates efficient use of time.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
<b>Board Organization and Dynamics</b>					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.					
2. The roles of the Board officers are conscientiously implemented.					
3. All public meetings of the Board are conducted in compliance with the Brown Act.					
<b>Board Decision-Making Processes</b>					
1. Trustees demonstrate respect for the opinions of others at Board meetings.					
2. Board meetings are structured to assure that all relevant information is considered before making a decision.					
3. Board members are provided with adequate information needed to fully understand the issues.					
<b>Trustee Development and Education</b>					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.					
2. Board members have a thorough understanding of the district's mission and goals.					
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.					
4. Board members are well informed and knowledgeable about state policy issues that may impact the college					
5. Information about important issues is readily shared among Board members.					
<b>Board Goals</b>					
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable					
3. The Board has a set of clearly defined performance standards.					
4. The Board's goals and objectives are clearly communicated to the college community.					
<b>Board Evaluation</b>					
1. The Board systematically identifies and reports its accomplishments.					
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.					
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.					