

Governing Board Minutes of October 24, 2007

Board Report No. 30-A – Classification Descriptions and/or Salary Schedules. LMC Academic Senate President Michael Norris said it appeared all ranges for all employees went up. Associate Vice Chancellor/Chief Human Resources Officer Gene Huff said some ranges went down. Mr. Huff added that this item did not include retirements or resignations as a result of this study. Mr. Nejedly thanked Mr. Huff for all of his work on this item.

The recommended, attached revisions to the Senior Executive Assistant will allow the District to use this classification to provide administrative support for the Districtwide Vice Chancellor positions. The Senior Executive Assistant classification is at the proper level and has the breadth and depth of skills and abilities appropriate to provide support for these positions. Funding is from existing allocations.

Further, the Hay Group, a consulting firm specializing in classification and compensation analysis, was contracted to conduct a study of the District's unrepresented positions. The classifications studied included management, supervisory and confidential positions. Five major objectives of the Hay study were to:

- 1) ensure the proper category was being used for positions designated as supervisory or confidential;
- 2) eliminate a generic job series of Administrative Analyst and create new classifications more accurately reflecting the duties;
- 3) conduct a review of all unrepresented classifications to ensure the District pay structure is internally fair and equitable;
- 4) establish market comparison for benchmark positions; and
- 5) recommend a job evaluation system process and train District Human Resources staff members to administer and maintain the methodology.

The attached Hay study recommendations were presented to impacted employees in February 2007 and an appeal process conducted. New classification descriptions have been developed and approved, and compensation adjustments to existing classifications have been recommended. The market comparison was completed and results were presented to the Governing Board in February 2007.

135 management, supervisory and confidential positions were budgeted for 2007-08. The recommendations include changes to 55 current employees. Of these 55 positions, 17 are in the "Administrative Analyst" series, which was specifically called out to be eliminated in the study objectives. There are several additional vacancies in this series that will be filled using different classifications.

Assuming current staffing patterns, the first-year cost to implement these changes is approximately \$55,000. Salary placement recommendations that represent increases are being made at the closest salaries in the new ranges and/or classifications that are at least as high as the incumbents' current salaries. Assuming current conditions apply, all salary placements will become equivalent to current step placement over the next four years. Using salary step to salary step comparisons, the recommendations taken as a whole will

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result in approximately \$250,000 in additional annual structural cost for the manager, supervisory and confidential group at the end of four years (2011-12 budget year).

Employees who are moving to a classification and/or range at a higher salary were retroactively reclassified for salary and longevity purposes to July 1, 2007. These approved recommendations complete the classification study and allow for implementation of the new structure effective January 1, 2008. Funding is from existing allocations.

On motion of Mr. Nejedly, seconded by Ms. Grilli, by unanimous vote, the following classifications were revised on the indicated salary schedule and the attached, revised classification descriptions for Director of Marketing and Media Design and Director of Purchasing were approved, effective July 1, 2007. Further, the following reclassifications, in accordance with the Hay study classification and compensation analysis, were approved:

<u>Classification</u>	<u>Range/Salary From</u>	<u>Range/Salary To</u>
<b>Management Salary Schedule</b>		
Central Services Manager	M4 \$6,744 – 8,217	M5 \$7,086 – 8,633
College Bookstore Manager	M2 6,110 – 7,444	M3 6,419 – 7,821
Director of Business Services	M8 8,217 – 10,011	M9 8,633 – 10,518
Director of Financial Aid	M5 7,086 – 8,633	M6 7,444 – 9,069
Director of International Education	M6 7,444 – 9,069	M8 8,217 – 10,011
Director of Marketing and Media Design	M3 6,419 – 7,821	M6 7,444 – 9,069
Director of Purchasing	M6 7,444 – 9,069	M8 8,217 – 10,011
Director of Special Programs/Services	M7 7,821 – 9,528	M6 7,444 – 9,069
Food Services Manager	M2 6,110 – 7,444	M5 7,086 – 8,633
Manager of Audit Services	M1 5,815 – 7,086	M6 7,444 – 9,069
Network Technology Manager	M6 7,444 – 9,069	M7 7,821 – 9,528
Satellite Business Services Manager	M1 5,815 – 7,086	M5 7,086 – 8,633
Senior Academic/Student Services Manager	M5 7,086 – 8,633	M4 6,744 – 8,217

#### **Police Management Salary Schedule**

Chief of District Police Services	P8 6,913 – 8,424	P12 7,632 – 9,299
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#### **Supervisors Salary Schedule**

Bookstore Supervisor	59 4,030 – 4,910	68 5,033 – 6,134
Cashier's Office Supervisor	59 4,030 – 4,910	68 5,033 – 6,134
Counseling Office Supervisor	55 3,651 – 4,448	68 5,033 – 6,134
Police Services Sergeant	68 5,033 – 6,134	71 5,422 – 6,606

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### Confidentials Salary Schedule

Human Resources Representative	61	\$4,296 – 5,233	68	\$5,106 – 6,220
Senior Human Resources Representative	71	5,498 – 6,698	74	5,920 – 7,213

<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Alatorre, Arthur From:	Director of Enrollment Management (Manager) Range M6, Step 5 Full-time, 12 months 12.5% longevity	\$10,261.00		LMC
To:	Director of Student Services (Manager) Range M6, Step 5 Full-time, 12 months 12.5% longevity	10,261.00	07-01-07	
Armendariz, Rosa From:	Principal Administrative Analyst (Supervisor) Range 81, Step 5 Full-time, 12 months	8,455.00		LMC
To:	Academic/Student Services Manager (Manager) Range M3, Step 5 Full-time, 12 months	7,821.00	01-01-08	
Beal, Tawny From:	Administrative Analyst (Supervisor) Range 71, Step 5 Full-time, 12 months	6,606.00		DVC
To:	Tutoring Services Coordinator (Classified) Range 76, Step 4 Full-time, 12 months	6,751.00	01-01-08	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Cafe, Jennifer				
From:	Human Resources Representative (Confidential) Range 61, Step 5 50% time, 12 months	\$2,616.50		DST
To:	Human Resources Representative (Confidential) Range 68, Step 2 50% time, 12 months	2,682.00	07-01-07	
Canada, Mary				
From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months	7,113.00		DVC
To:	Academic/Student Services Manager (Manager) Range M3, Step 4 Full-time, 12 months	7,444.00	07-01-07	
Cea, Jorge				
From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months 5% longevity	7,473.00		LMC
To:	Academic/Student Services Manager (Manager) Range M3, Step 4 Full-time, 12 months 5% longevity	7,821.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Cerruti, Linda From:	Principal Executive Coordinator (Confidential Supervisor) Range 81, Step 5 Full-time, 12 months 7.5% longevity 7.5% confidential differential	\$9,808.00		DST
To:	Administrative Project Coordinator (Confidential) Range 81, Y-rated Full-time, 12 months 7.5% longevity	9,808.00	01-01-08	
Conley, James From:	Cashier's Office Supervisor (Supervisor) Range 59, Step 5 Full-time, 12 months 5% longevity	5,160.00		DVC
To:	Cashier's Office Supervisor (Supervisor) Range 68, Step 1 Full-time, 12 months 5% longevity	5,289.00	07-01-07	
Cutler, Bruce From:	Director of Business Services (Manager) Range M8, Step 5 Full-time, 12 months 12.5% longevity	11,327.00		LMC
To:	Director of Business Services (Manager) Range M9, Step 4 Full-time, 12 months 12.5% longevity	11,327.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Dahi, Roshan				
From:	Principal Accountant (Supervisor) Range 74, Step 5 Full-time, 12 months 12.5% longevity	\$8,047.00		DVC
To:	Business Services Supervisor (Supervisor) Range 77, Step 4 Full-time, 12 months 12.5% longevity	8,249.00	07-01-07	
Dare, Brenton				
From:	Principal Programmer Analyst (Supervisor) Range 81, Step 5 Full-time, 12 months 5% longevity	8,884.00		DST
To:	Director of Administrative Information Systems (Manager) Range M6, Step 4 Full-time, 12 months 5% longevity	9,069.00	07-01-07	
Delfabro, George				
From:	Food Services Manager (Manager) Range M2, Step 5 Full-time, 12 months 5% longevity	7,821.00		DVC
To:	Food Services Manager (Manager) Range M5, Step 2 Full-time, 12 months 5% longevity	7,821.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
De Russo, Dona From:	Administrative Analyst (Supervisor) Range 71, Step 5 Full-time, 12 months 12.5% longevity	\$7,473.00		DVC
To:	CalWORKS Program Coordinator (Classified) Range 72, Step 5 Full-time, 12 months 7.5% longevity	6,920.00	01-01-08	
Dimitri, Nick From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months	7,113.00		CCC
To:	Business Services Supervisor (Supervisor) Range 77, Step 4 Full-time, 12 months	7,291.00	07-01-07	
Dogan, Osborne From:	Central Services Manager (Manager) Range M4, Step 5 Full-time, 12 months 15% longevity	9,528.00		DVC
To:	Central Services Manager (Manager) Range M5, Step 4 Full-time, 12 months 15% longevity	9,528.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Estrada, Robert				
From:	College Bookstore Manager (Manager) Range M2, Step 3 Full-time, 12 months 5% longevity	\$7,086.00		LMC
To:	College Bookstore Manager (Manager) Range M3, Step 2 Full-time, 12 months 5% longevity	7,086.00	07-01-07	
Eyestone, James				
From:	Computer and Network Supervisor (Supervisor) Range 76, Step 5 Full-time, 12 months 7.5% longevity	8,047.00		CCC
To:	Technology Systems Manager (Manager) Range M5, Step 3 Full-time, 12 months 7.5% longevity	8,422.00	07-01-07	
Fitzgerald, Gilbert				
From:	Satellite Business Services Manager (Manager) Range M1, Step 5 Full-time, 12 months 5% longevity	7,444.00		DVC
To:	Satellite Business Services Manager (Manager) Range M5, Step 1 Full-time, 12 months 5% longevity	7,444.00	07-01-07	



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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Flaggs, Jacquelyn From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months 12.5% longevity	\$8,047.00		DST
To:	Senior Executive Assistant (Confidential) Range 65, Y-rated Full-time, 12 months 7.5% longevity	8,047.00	01-01-08	
Foster, Bill From:	College Bookstore Manager (Manager) Range M2, Step 3 Full-time, 12 months 12.5% longevity	7,630.00		DVC
To:	College Bookstore Manager (Manager) Range M3, Step 2 Full-time, 12 months 12.5% longevity	7,630.00	07-01-07	
Fox, Suzanne From:	Administrative Assistant (Confidential) Range 56, Step 5 Full-time, 12 months 12.5% longevity	5,233.00		DST
To:	Marketing and Communications Coordinator (Classified) Range 66, Step 3 Full-time, 12 months 7.5% longevity	5,407.00	01-01-08	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Gibson, Charles				
From:	Chief of District Police Services (Manager) Range PM8, Step 5 Full-time, 12 months	\$8,424.00		DVC
To:	Chief of District Police Services (Manager) Range PM12, Step 3 Full-time, 12 months	8,424.00	07-01-07	
Gonzalez-Lewis, Andrea				
From:	Principal Human Resources Representative (Confidential Supervisor) Range 81, Step 5 Full-time, 12 months 7.5% confidential differential 5% longevity	9,568.00		DST
To:	Principal Human Resources Representative (Confidential) Range 81, Y-rated Full-time, 12 months 5% longevity	9,568.00	01-01-08	
Goodin, Ruth				
From:	Principal Administrative Analyst (Supervisor) Range 81, Step 5 Full-time, 12 months	8,455.00		LMC
To:	Senior Foundation Director (Manager) Range M7, Step 3 Full-time, 12 months	8,633.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Greenwell, Teresa From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months 7.5% longevity	\$7,660.00		DST
To:	Facilities Project Manager (Manager) Range M4, Step 3 Full-time, 12 months 7.5% longevity	8,016.00	07-01-07	
Ilich, Aleksandar From:	Director of International Education (Manager) Range M6, Step 5 Full-time, 12 months 7.5% longevity	9,767.00		DST
To:	Director of International Education (Manager) Range M8, Step 3 Full-time, 12 months 7.5% longevity	9,767.00	07-01-07	
Jerez, Brenda From:	Director of Financial Aid (Manager) Range M5, Step 5 Full-time, 12 months	8,633.00		DVC
To:	Director of Financial Aid (Manager) Range M6, Step 4 Full-time, 12 months	8,633.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Jones-Castellano, Jackqueline				
From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months	\$7,113.00		DVC
To:	Academic/Student Services Manager (Manager) Range M3, Step 4 Full-time, 12 months	7,444.00	07-01-07	
Kaya, Patricia				
From:	Executive Assistant (Confidential) Range 61, Step 5 Full-time, 12 months 12.5% longevity	5,920.00		DST
To:	Executive Coordinator (Confidential) Range 73, Step 1 Full-time, 12 months 12.5% longevity	6,534.00	07-01-07	
Knox, Chrisanne				
From:	Director of Marketing and Communication (Manager) Range M3, Step 3 Full-time, 12 months	7,086.00		DVC
To:	Director of Marketing and Media Design (Manager) Range M6, Step 1 Full-time, 12 months	7,444.00	07-01-07	

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La Mothe, Viviane				
From:	Director of Financial Aid (Manager) Range M5, Step 2 Full-time, 12 months 12.5% longevity	\$8,422.00		CCC
To:	Director of Financial Aid (Manager) Range M6, Step 1 Full-time, 12 months 12.5% longevity	8,422.00	07-01-07	
Leivas, Christopher				
From:	Director of Business Services (Manager) Range M8, Step 5 Full-time, 12 months 15% longevity	11,611.00		DVC
To:	Director of Business Services (Manager) Range M9, Step 4 Full-time, 12 months 15% longevity	11,611.00	07-01-07	
Lever, Sophia				
From:	Principal Human Resources Representative (Confidential Supervisor) Range 81, Step 5 Full-time, 12 months 7.5% confidential differential 5% longevity	9,568.00		DST
To:	Principal Human Resources Representative (Confidential) Range 81, Y-rated Full-time, 12 months 5% longevity	9,568.00	01-01-08	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Littman, Leslie				
From:	Director of Purchasing (Manager) Range M6, Step 5 Full-time, 12 months 7.5% longevity	\$9,767.00		DST
To:	Director of Purchasing (Manager) Range M8, Step 3 Full-time, 12 months 7.5% longevity	9,767.00	07-01-07	
Luttringer, Helen				
From:	Bookstore Supervisor (Supervisor) Range 59, Step 5 60% time, 12 months	4,910.00		DVC
To:	Bookstore Supervisor (Supervisor) Range 68, Step 1 60% time, 12 months	5,033.00	07-01-07	
Magalong, Mariles				
From:	Director of Business Services (Manager) Range M8, Step 5 Full-time, 12 months 15% longevity	11,611.00		CCC
To:	Director of Business Services (Manager) Range M9, Step 4 Full-time, 12 months 15% longevity	11,611.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
McCray, Sandi From:	Principal Human Resources Representative (Confidential Supervisor) Range 81, Step 5 Full-time, 12 months 7.5% confidential differential 15% longevity	\$10,562.00		DST
To:	Principal Human Resources Representative (Confidential) Range 81, Y-rated Full-time, 12 months 15% longevity	10,562.00	01-01-08	
Mendicino, Dolores From:	Human Resources Representative (Confidential) Range 61, Step 5 Full-time, 12 months 12.5% longevity	5,920.00		DST
To:	Human Resources Representative (Confidential) Range 68, Step 2 Full-time, 12 months 12.5% longevity	6,068.00	07-01-07	
Ogden, Katherine From:	Network Technology Manager (Manager) Range M6, Step 5 Full-time, 12 months 7.5% longevity	9,767.00		DST
To:	Network Technology Manager (Manager) Range M7, Step 4 Full-time, 12 months 7.5% longevity	9,767.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Oliveira, Jose				
From:	Police Services Sergeant (Supervisor) Range 68, Step 5 Full-time, 12 months 10% longevity	\$6,771.00		CCC
To:	Police Services Sergeant (Supervisor) Range 71, Step 4 Full-time, 12 months 10% longevity	6,940.00	07-01-07	
Ounjian-Auque, Jennifer				
From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months	7,113.00		CCC
To:	Senior Academic/Student Services Manager (Manager) Range M4, Step 3 Full-time, 12 months	7,444.00	07-01-07	
Place, Nicola				
From:	Administrative Analyst (Supervisor) Range 71, Step 5 Full-time, 12 months 5% longevity	6,940.00		DVC
To:	Transfer Center Coordinator (Classified) Range 76, Step 5 Full-time, 12 months	7,093.00	01-01-08	



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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Rawlinson, William From:	Senior Human Resources Representative (Confidential) Range 71, Step 5 Full-time, 12 months 5% longevity	\$7,037.00		DST
	To: Senior Human Resources Representative (Confidential) Range 74, Step 4 Full-time, 12 months 5% longevity	7,213.00	07-01-07	
Schenk, Kimberly From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months 5% longevity	7,473.00		DVC
	To: Senior Academic/Student Services Manager (Manager) Range M4, Step 3 Full-time, 12 months 5% longevity	7,821.00	07-01-07	
Shaffer, Jack From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months 7.5% longevity	7,660.00		DST
	To: Facilities Project Manager (Manager) Range M4, Step 3 Full-time, 12 months 7.5% longevity	8,016.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Shimada, Juanita				
From:	Human Resources Representative (Confidential) Range 61, Step 5 Full-time, 12 months 12.5% longevity	\$5,920.00		DST
To:	Human Resources Representative (Confidential) Range 68, Step 2 Full-time, 12 months 12.5% longevity	6,068.00	07-01-07	
Skapura, Neal				
From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 11 months	7,113.00		DVC
To:	Technology Training and Development Coordinator (Classified) Range 72, Step 5 Full-time, 11 months	6,425.00	01-01-08	
Valenzuela, Eileen				
From:	Principal Administrative Analyst (Supervisor) Range 81, Step 5 Full-time, 12 months 15% longevity	9,808.00		LMC
To:	Office of Instruction Supervisor (Supervisor) Range 76, Y-rated Full-time, 12 months 15% longevity	9,808.00	01-01-08	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Vroman, Judith				
From:	Manager of Audit Services (Manager) Range M1, Step 5 Full-time, 12 months 12.5% longevity	\$8,016.00		DST
To:	Manager of Audit Services (Manager) Range M6, Step 1 Full-time, 12 months 12.5% longevity	8,422.00	07-01-07	
Wade, John H.				
From:	Senior Academic/Student Services Manager (Manager) Range M5, Step 5 Full-time, 12 months	8,633.00		CCC
To:	Athletic Director (Manager) Range M5, Step 5 Full-time, 12 months	8,633.00	07-01-07	
Walsh, Janis				
From:	College Bookstore Manager (Manager) Range M2, Step 5 Full-time, 12 months 15% longevity	8,633.00		CCC
To:	College Bookstore Manager (Manager) Range M3, Step 4 Full-time, 12 months 15% longevity	8,633.00	07-01-07	

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<u>Name</u>	<u>Payroll Title</u>	<u>Monthly Salary Rate</u>	<u>Effective Date</u>	<u>Location</u>
Walton-Woodson, Catherine				
From:	Counseling Office Supervisor (Supervisor) Range 55, Step 5 Full-time, 12 months 12.5% longevity	\$5,033.00		DVC
To:	Counseling Office Supervisor (Supervisor) Range 68, Step 1 Full-time, 12 months 12.5% longevity	5,697.00	07-01-07	
Wehrmeister, Chad				
From:	Police Services Sergeant (Supervisor) Range 68, Step 5 Full-time, 12 months 7.5% longevity	6,606.00		CCC
To:	Police Services Sergeant (Supervisor) Range 71, Step 4 Full-time, 12 months 7.5% longevity	6,771.00	07-01-07	
Zarabozo, Gloria				
From:	Senior Administrative Analyst (Supervisor) Range 74, Step 5 Full-time, 12 months 7.5% longevity	7,660.00		DVC
To:	Academic/Student Services Manager (Manager) Range M3, Step 4 Full-time, 12 months 7.5% longevity	8,016.00	07-01-07	

Contra Costa Community College District  
Classification Specification

Senior Executive Assistant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	Confidential	65	10/25/07	Classified	1 of 2

**DEFINITION:** Under general direction of a College President or Vice Chancellor, using highly significant skills for this series, provide responsible confidential professional administrative and technical support to assigned College President, Vice Chancellor and other administrative staff as assigned. Relieves the College President or Vice Chancellor and other administrative staff as assigned of routine administrative details and assumes responsibility for special projects as assigned. May exercise direct supervision over assigned lower level clerical support personnel and perform other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** The Senior Executive Assistant differs from lower level non-executive assistant classes in that the duties and responsibilities are more varied, technical, professional and confidential in nature, and involve a higher degree of initiative and independence and more knowledge of the policies and procedures of college and district-wide functions and operations. Incumbents assist their supervisors in coordinating the operating procedures, communications and administrative support functions of the assigned college president's office. The class differs from the Executive Assistant in that duties and responsibilities of the lower class involve complex administrative support for a Vice Chancellor or an Associate Vice Chancellor. while The higher classification of Executive Coordinator has responsibilities that involve complex administrative support for the Chancellor and his/her district-wide functions.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following: Provide highly complex workflow and office coordination of assigned College President's office; coordinate highly complex logistical support for assigned college president such as setting up meetings, reserving rooms, delivery of materials, etc.; coordinate the development and distribution of the college president's office work products, brochures and other written material; may maintain and update web pages for assigned college president's office; provide highly professional and confidential technical and complex administrative support to assigned College President office, college programs and various committees, prepare agendas, maintain records, prepare minutes, schedule facilities, maintain calendars, prepare contracts, review incoming mail and prepare responses for signature, etc.; assist College President or Vice Chancellor and other administrative staff as assigned in maintaining close communication on relevant issues with members of the administrative and management staff, faculty and classified senates, and employee organizations; serves as liaison between District personnel and college personnel to maintain communication regarding policies and procedures; answer highly complex questions and disseminate information on assigned college's programs to employees, the public, colleges, other agencies, etc.; assist in the implementation of assigned College President or Vice Chancellor's office goals, objectives, strategies and work plans; establish schedules and methods for monitoring administrative activities; implement and interpret assigned college and District policies and procedures; assist in the evaluation of operations and activities of assigned responsibilities including recommending improvements and modifications; prepare various highly complex and confidential reports on operations and activities; participate in budget preparation and administration including preparing cost estimates for budget recommendations; monitor and control expenditures; prepare purchase requisitions, order supplies and materials, and oversee and/or maintain files and records; ensure that records pertaining to assigned functional area are properly maintained; prepare and/or coordinate reports, presentations, statistical reports, and other complex documents; proofread for accuracy, correct form, content and proper English usage; attend meetings and represent assigned College President, Vice Chancellor or other administrative staff as assigned when required; may maintain databases for assigned College President's programs and responsibilities; investigate complex complaints and recommend corrective actions as necessary to resolve complaints; may travel to other sites and meetings; build and maintain positive working relationships with co-workers, other District employees and the public

## Contra Costa Community College District - Classification Specification

## Senior Executive Assistant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	Confidential	65	10/25/07	Classified	2 of 2

using principles of good customer service; performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Methods, techniques and procedures used in the planning, development and delivery of an administrative program; principles and practices for implementing and directing complex administrative activities, program budget development and monitoring; pertinent District, functional area, program, local, state and federal laws, rules, regulations, policies and procedures; complex business level English usage, spelling, grammar and punctuation; modern office practices and procedures and equipment such as computers and printers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing; principles and practices of record keeping, assigning and reviewing the work of others, administrative organization and management; business mathematics and simple statistics.

**Ability To:** Independently perform assigned complex confidential administrative duties with speed and accuracy, communicate effectively both orally and in writing in an office environment; organize, implement and direct complex administrative activities; learn and understand all aspects of the assigned functional areas and programs; learn, accurately interpret and explain pertinent complex college, District, program, local, state and federal laws, rules, regulations, policies and procedures; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve complex operational and technical issues; assist in the development and monitoring of an assigned College President's office program budget; develop and recommend policies and complex procedures related to assigned operations; develop and recommend goals and objectives in support of assigned college's office mission and College President's goals; effectively operate modern office equipment including computers and related software; use a personal computer at the rate of not less than 50 words per minute to generate documents from a clear copy; compile complex and confidential information, maintain complex and college-wide records, and prepare a variety of complex reports; analyze complex situations quickly and objectively and determine proper course of action; plan, organize and schedule complex priorities in the College President's office; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to the completion of a BA/BS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field. Additional equivalent experience above the minimum may be substituted for the required education on a year for year basis up to a maximum of two years.

**Experience:** Equivalent to at least six (6) years of progressively responsible full-time clerical and/or administrative work experience in office administration, including at least three years performing technical administrative support functions at or above an Administrative Assistant level. Additional education above the minimum may be substituted for the required experience on a year for year basis up to two years.

**License/Certification:** A valid Class C California Driver's License.

Contra Costa Community College District  
Classification Specification

**DIRECTOR OF MARKETING AND MEDIA DESIGN**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M6	07/01/07	Classified Manager	1 of 2

**DEFINITION:** The Director of Marketing and Media Design develops, directs and supervises the College's marketing and public communications efforts and performs related work as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Develops and implements the college's marketing efforts; plans and administers the marketing budget to ensure the most cost effective use of resources; designs and purchases advertising and related materials.
- Evaluates the effectiveness of all marketing and communications efforts on an ongoing basis to ensure the timely adjustment of strategies and plans to meet changing conditions.
- Develops effective relationships with all Bay Area media ensuring clarity and consistency of the college's public information. Prepares news releases, generates feature stories, responds to news inquiries, and serves as the college's spokesperson when appropriate.
- Ensures the effectiveness of communication both within the college and with the external community. Develops new communication strategies as necessary.
- Communicates college goals, strategies and outcomes to the public and various community, state and educational groups.
- As resources allow, assists in publicizing events and programs; maintains media lists, media contacts and mailing lists.
- Supervises media/graphic designers and others in the preparation and production of college publications, marketing materials, and related items.
- Assists with marketing/public relations activities for the district office as needed and coordinates efforts with other colleges in the district.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Composition, layout and production of college publications; principles and techniques of public communication, internal communications and public relations; general journalism including composition and elements of writing for broad readership; current trends of marketing and advertising; planning, implementing and evaluating comprehensive marketing and communication plans/strategies; methods of establishing and maintaining good public and community relations.

**Ability To:** Direct marketing and communication efforts for the college; maintain relationships with the media, notifying them of events, news releases and other pertinent information; manage staff involved in production of college publications, marketing materials and other related items; develop and implement effective marketing campaigns and materials; administer marketing budget; exercise tact and diplomacy when dealing with sensitive and confidential matters. Demonstrated accomplishment in written, verbal, and analytical skills; ability to interact with diverse groups and individuals.

**Education/Training:** Possession of a Bachelor's Degree from an accredited college or university.

**Experience:** Four years work experience in marketing, media, public relations, or related field.

**License/Certification:** A valid Class C California Driver's License.

Contra Costa Community College District  
Classification Specification

## DIRECTOR OF PURCHASING

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M8	07/01/07	Classified Management	1 of 1

**DEFINITION:**

Under general direction, plan, organize, implement, and direct the purchasing of the District; to supervise the courier services districtwide; and to perform related duties as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include but not be limited to, the following:

- Performs and directs the work of the Purchasing Department in accordance with State law and District rules and regulations.
- Oversees negotiation and preparation of construction and supply contracts for the district.
- Plans, develops and administers budgets for assigned areas and monitors expenditures according to established District policies and procedures.
- Receives, examines, and approves purchase requisitions for the purchase of supplies, services, and equipment; verifying availability of funds to cover purchases.
- Analyzes cost effectiveness of group purchases, blanket orders for specified time periods, and lease/purchase.
- Conducts inquiries to establish best supply sources, interviews vendors, performs vendor surveys, and directs sales representatives to appropriate staff members for produce introduction; solicits and disseminates current product information.
- Develops and assists others in the development of specifications; prepares bids, including notice to bidder for general commodity and construction bids and bid advertisements; reviews, analyzes, and evaluates bids received, and makes recommendations on awards and contracts.
- Creates and maintains mutually beneficial partnerships with suppliers to foster feedback and continuous improvement.
- Drives continuous improvement in all aspects of the procurement process.
- Directs, trains and supervises purchasing personnel regarding purchasing principles, policies and procedures and inventory management and control.
- Maintains appropriate purchase records, vendor files, specification records, and catalog files; prepares correspondence regarding purchase follow-ups.
- Supervises the sale, auction, or trade of surplus property.
- Directs, trains and supervises personnel who provide the following services for District Education Center: intra-district mail, U.S. mail, and facilities set-up.
- Performs other duties assigned.

**MINIMUM QUALIFICATIONS:**

**Education/Training:** Graduation from an accredited college or university with a major in business administration or a related field.

**Experience:** Four (4) years of increasingly responsible purchasing experience, including two (2) years of experience at a supervisory level.

Sensitivity to and understanding of diversity in the workplace and educational environment.



## Hay Classification Study Results

Old Type	New Type	Position Title - Current	Position Title - New	Cur Rng	New Rng	Change
Manager	Manager	Academic/Student Services Manager	Academic/Student Services Manager	3	3	No Change
Manager	Manager	Assistant Comptroller	Assistant Comptroller	4	4	No Change
Manager	Manager	Buildings and Grounds Manager	Buildings and Grounds Manager	4	4	No Change
Manager	Manager	Central Services Manager	Central Services Manager	4	5	Reclassify to higher level
Manager	Manager	College Bookstore Manager	College Bookstore Manager	2	3	Reclassify to higher level
Manager	Manager	Comptroller	Comptroller	8	8	No Change
Manager	Manager	Custodial Manager	Custodial Manager	2	2	No Change
Manager	Manager	Dean	Dean	8	8	No Change
Manager	Manager	Director of Admissions and Records	Director of Admissions and Records	7	7	No Change
Manager	Manager	Director of Business Services	Director of Business Services	8	9	Reclassify to higher level
Manager	Manager	Director of Enrollment Management	Director of Student Services	6	6	New Classification
Manager	Manager	Director of Financial Aid	Director of Financial Aid	5	6	Reclassify to higher level
Manager	Manager	Director of Information Technology	Director of Information Technology	8	8	No Change
Manager	Manager	Director of International Education	Director of International Education	6	8	Reclassify to higher level
Manager	Manager	Director of Marketing & Comm	Director, Marketing & Media Design	3	6	Reclassify to higher level
Manager	Manager	Director of Payroll Services	Director of Payroll Services	6	6	No Change
Manager	Manager	Director of Purchasing	Director of Purchasing	6	8	Reclassify to higher level - Modify Class
Manager	Manager	Director of Special Programs/Services	Director of Special Programs/Services	7	6	Reclassify to lower level
Manager	Manager	Director, Marketing & Media Design	Director, Marketing & Media Design	3	6	Reclassify to higher level
Manager	Manager	Exec Dean Info Tech & Svcs	Exec Dean Info Tech & Svcs	10	10	No Change
Manager	Manager	Executive Dean	Executive Dean	10	10	No Change
Manager	Manager	Food Services Manager	Food Services Manager	2	5	Reclassify to higher level
Manager	Manager	Foundation Director	Foundation Director	6	6	No Change
Manager	Manager	Manager of Audit Services	Manager of Audit Services	1	6	Reclassify to higher level
Manager	Manager	Network Technology Manager	Network Technology Manager	6	7	Reclassify to higher level
Manager	Manager	Satellite Business Services Manager	Satellite Business Services Manager	1	5	Reclassify to higher level
Manager	Manager	Senior Acad/Student Svcs Manager	Athletic Director	5	5	New Classification
Manager	Manager	Senior Acad/Student Svcs Manager	Senior Acad/Student Svcs Manager	5	4	Reclassify to lower level
Manager	Manager	Senior Dean	Senior Dean	9	9	No Change
Manager	Manager	Senior Foundation Director	Senior Foundation Director	7	7	No Change
Manager	Manager	Vice President	Vice President	11	11	No Change
Manager (Pol)	Manager (Pol)	Chief of District Police Services	Chief of District Police Services	P8	P12	Reclassify to higher level
Manager (Pol)	Manager (Pol)	Police Services Lieutenant	Police Services Lieutenant	P4	P4	No Change

## Hay Classification Study Results

Old Type	New Type	Position Title - Current	Position Title - New	Cur Rng	New Rng	Change
Supervisor	Manager	Administrative Analyst	Academic/Student Services Manager	71	3	Reclassify to Manager
Supervisor	Classified	Administrative Analyst	CalWORKS Program Coordinator	71	72	Reclassify to Classified - New Class
Supervisor	Classified	Administrative Analyst	Transfer Center Coordinator	71	76	Reclassify to Classified - New Class
Supervisor	Classified	Administrative Analyst	Tutoring Services Coordinator	71	76	Reclassify to Classified - New Class
Supervisor	Supervisor	Bookstore Supervisor	Bookstore Supervisor	59	68	Reclassify to higher level
Supervisor	Supervisor	Cashiers Office Supv	Cashiers Office Supervisor	59	68	Reclassify to higher level
Supervisor	Supervisor	Comp & Network Services Supervisor	Comp & Network Services Supervisor	76	76	No Change
Supervisor	Manager	Comp & Network Services Supervisor	Technology Systems Manager	76	5	Reclassify to Manager - New Class
Supervisor	Supervisor	Counseling Office Supervisor	Counseling Office Supervisor	55	68	Reclassify to higher level
Supervisor	Supervisor	Police Services Sergeant	Police Services Sergeant	68	71	Reclassify to higher level
Supervisor	Supervisor	Principal Accountant	Business Services Supervisor	74	77	New Classification
Supervisor	Supervisor	Principal Accountant	Principal Accountant	74	74	No Change Pending Reorg
Supervisor	Manager	Principal Administrative Analyst	Academic/Student Services Manager	81	3	Reclassify to Manager
Supervisor	Supervisor	Principal Administrative Analyst	Office of Instructon Supervisor	81	76	New Classification
Supervisor	Manager	Principal Administrative Analyst	Senior Foundation Director	81	7	Reclassify to Manager
Supervisor (Conf)	Confidential	Principal Executive Coord	Administrative Project Coordinator	84	81	Reclassify to Confidential - New Class
Supervisor (Conf)	Supervisor	Principal HR Representative	Principal HR Representative	84	81	Change Class from S/C to C Pending Reorg
Supervisor	Manager	Principal Programmer Analyst	Director of Admin Information Systems	81	6	Reclassify to Manager - New Class
Supervisor	Manager	Senior Administrative Analyst	Academic/Student Services Manager	74	3	Reclassify to Manager
Supervisor	Supervisor	Senior Administrative Analyst	Business Services Supervisor	74	77	New Classification
Supervisor	Manager	Senior Administrative Analyst	Facilities Project Manager	74	4	Reclassify to Manager - New Class
Supervisor	Manager	Senior Administrative Analyst	Senior Acad/Student Srvcs Manager	74	4	Reclassify to Manager
Supervisor	Confidential	Senior Administrative Analyst	Senior Executve Assistant	74	65	Reclassify to Confidential
Supervisor	Classified	Senior Administrative Analyst	Tech Training and Development Coord	74	72	Reclassify to Classified - New Class
Confidential	Classified	Administrative Assistant	Marketing and Communications Coord	56	66	Reclassify to Classified - New Class
Confidential	Confidential	Executive Assistant	Executive Assistant	61	61	No Change
Confidential	Confidential	Executive Assistant	Executive Coordinator	61	73	Reclassify and Change Class from S to C
Confidential	Confidential	HR Info Systems Spec	HR Info Systems Spec	61	61	No Change
Confidential	Confidential	HR Representative	HR Representative	61	68	Reclassify to higher level
Confidential	Confidential	Senior Executive Assistant	Senior Executive Assistant	65	65	No Change
Confidential	Confidential	Senior HR Representative	Senior HR Representative	71	74	Reclassify to higher level