

View Posting Summary - Dean, North County Campus & South County Center

Posting Details

Posting Number:	0600502
POSITION INFORMATION	
Position Title:	Dean, North County Campus & South County Center
Position Number:	
FTE: (Full Time Equivalent)	1.00
Position Type:	Executive, Management, Supervisor
Months:	12
Salary Range: (Salary schedule based upon Education and Experience)	\$ 7646 - 9293
Pay Grade:	60
Monitored Group List	(1) Executive/Administrative/Managerial
DEPARTMENT INFORMATION:	
Department:	Student Services and College Centers
Committee Chair:	McLaughlin, Sandee
Contact(s):	Sandee McLaughlin, Vice President of Student Services and South County Centers
Contact Phone/Extension:	805-546-3116
Contact Email:	
Contact Fax:	
POSTING TEXT	
Position Summary:	<p>Under general direction of the Assistant Superintendent/Vice President of Student Services and College Centers, provide leadership and administer site management for the North County Campus and South County Center; plan, direct, oversee, and supervise operations of the centers; serve on the President's Cabinet; and perform other related work as assigned.</p> <p>DISTINGUISHING CHARACTERISTICS The Dean, North County Campus and South County Center must work effectively with all college divisions and departments to assure that the San Luis Obispo County Community College District mission, vision, values, and institutional goals are embedded in all aspects of site support on the North County Campus and South County Center.</p> <p>This position promotes student learning and institutional effectiveness by assuring that the Dean's Office addresses site management in terms of comparable levels of support for the</p>

District Centers, progress toward established North County Campus and South County Center program outcomes and student satisfaction. It is imperative that the Dean's Office function in close cooperation and collaboration with other district offices, departments, and divisions, and that the Dean's Office effectively provide resolution to site challenges and concerns.

Education:
Required
-Master's degree

Experience:
Required
-Two year's experience in higher education management or the equivalent.

Preferred
-Two years of higher education teaching experience or two years of higher education Student Services delivery experience.

-Or any equivalent combination of education and experience.

Knowledge of:
-Community college student support and instructional programs;
-Community College facility development;
-Business practices/fiscal management;
-Principles and practices of administration;
-Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
-Correct usage of English, grammar, spelling, punctuation, and vocabulary;
-District policies and procedures.

Ability to:
-Establish and maintain cooperative working relationships with those contacted in the performance of duties;
-Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

License and Certificates (Current within the last year):
Required
-Valid California Driver's License

-Direct and oversee the day-to-day operations of the North County Campus and the South County Center;
-Provide leadership in identifying emerging opportunities for the District and in proposing Centers response to meet needs in the community;
-Implement the policies of the San Luis Obispo County Community College District and assure Center operations are aligned with District mission, vision, values and institutional goals;
-Ensure quality of service on the North County Campus and South County Center comparable with that on the San Luis Obispo Campus, through close collaboration and consultation with District administration, managers, faculty, and staff;
-Serve as the Assistant Superintendent/Vice President Student Services and College Centers designee in administering the student judicial process for the Centers including student incidents; complaints and grievances;
-Report regularly on areas of responsibility to the Assistant Superintendent/Vice President Student Services and College Centers;

Qualifications:

Academic (Faculty) candidates complete the Equivalency Process only if you do not meet the minimum qualifications for the position you are applying to, and you wish to be considered.

Essential Functions:	<ul style="list-style-type: none"> -Represent the college in the community through community contacts, special off campus events, and memberships in community organizations; -Design and conduct center based outreach events for the public and assist with the design and distribution of marketing materials, in collaboration with Institutional Advancement; -Collect and analyze Center specific data in collaboration with the Office of Research; -Consult with Academic Affairs to provide recommendations and information regarding student program, scheduling and academic support needs at the Centers; -Consult with other departments in the Assistant Superintendent/Vice President Student Services and College Centers Cluster to provide recommendations and information regarding student support needs to enhance student success; -Consult with Administrative Services to provide recommendations and information regarding student support needs and Center facility planning and development; -Provide administrative support for Center faculty and staff; -Coordinate with the Cuesta College Foundation to promote philanthropic contributions to the district/program; -Recommend for hire, assign, supervise, and evaluate North County Campus and South County Center management and staff; -Conduct Center staff meetings and provide regular Center communication to staff, faculty and students; -Manage the budget for North County Campus and South County Center operations; -Complete Annual Program Planning and Review for the North County Campus and South County Center; -Conduct North County Campus and South County Center Comprehensive Program Planning and Review; -Authorize and coordinate use of facilities and equipment at the Centers; -Monitor and recommend changes to facility leases and service contracts; -Participate in college governance and provide leadership for District committees and District planning activities; -Promote North County Campus and South County Center security, personnel safety, and energy conservation in the use of facilities and equipment; -Perform other related duties as required.
Physical Demands:	<ul style="list-style-type: none"> -Drive between all college sites; -Read and comprehend printed matter and text and data on computer monitors; -Work at a desk, conference table, or in meetings of various configurations; -Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email; -Sit or stand for extended periods of time; -Lift and/or carry 25 pounds; -Exert manual dexterity sufficient for keyboard and other office equipment operation.
Position Benefits:	<p>Fringe benefits include participation in a health, dental, and vision insurance plan. Family and domestic partner benefits are available. Membership in State Teacher's Retirement System, or Public Employee's Retirement System if previously a member.</p>
Interview Process:	<p>First interviews will be held on April 28th 2014. A select number of candidates will be chosen to participate in second interviews on May 8th, 2014. Interview dates are at the discretion of the District.</p> <p>Candidates must be willing to come to Cuesta College for a personal interview at their own expense. If selected for an interview, a presentation will be required and scheduled on the</p>

	day of your interview.
Posting Date:	02-04-2014
1st Interview Date:	04-28-2014
2nd Interview Date:	05-08-2014
Review Begin Date:	
Closing Date:	04-03-2014
Optional Applicant Documents:	Optional Equivalency Statement Other Document
Required Applicant Documents:	Resume Cover Letter Letter of Recommendation 1 Letter of Recommendation 2 Letter of Recommendation 3 Unofficial Transcript
Special Instructions to Applicants:	Letters of Recommendation must be current within the last year.
Pass Message:	<p>Your application has been submitted to the Office of Human Resources for review. The interview date has been set and is indicated in the original job posting.</p> <p>If you are selected for an interview, we will contact you by telephone 1-2 weeks prior to the interview date to schedule a time and provide you with more information about the interview process.</p> <p>If you are not selected for an interview, you will be notified by email once a successful candidate has been placed into the position. This may take a few weeks, as the selected candidate must undergo a screening process and attain Board of Trustees approval.</p> <p>Please be patient and check your application status regularly online, as it, too, will be updated once a decision has been made.</p> <p>Thank you for your interest in employment at Cuesta College and we wish you success in your employment endeavors.</p>
Fail Message:	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Application Types Accepted:	Executive, Management, Supervisor Application
Please list advertising sources:	Ed Join Registry Cuesta Website Walk-In to Human Resources Interest Sheet Job Announcement
Jobelephant:	Send posting to JobElephant
Notes for Jobelephant:	Please post once in Paso Press and Atascadero News.
Quicklink for Posting:	jobs.cuesta.edu/applicants/Central?quickFind=51097

Template Level Questions

No Template Level Questions.

Posting Specific Questions

How would you promote student learning and institutional effectiveness by assuring that the Dean's Office addresses site management in terms of comparable levels of support for the District Centers, progress toward established North County Campus and South County Center program outcomes and student satisfaction?

LONG TEXT

This question is required.

Do you have two years of higher education teaching experience or two years of higher education Student Services delivery experience?

ANSWER

Yes

No

This question is required.

Do you have knowledge of community college student support and instructional programs?

ANSWER

Yes

No

This question is required.

Disqualifying / Points

Maximum Points Possible: 0

Posting Specific Questions

Do you have two years of higher education teaching experience or two years of higher education Student Services delivery experience?

ANSWER

DISQUALIFYING

SCORE

0

Yes

0

No

0

0 %

Do you have knowledge of community college student support and instructional programs?

ANSWER

DISQUALIFYING

SCORE

0

Yes

0

No

0

0 %

Guest User

User Name:

GU52109

Password: Between 6 and 20 Characters	NCCdean
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Comments

Committee Chair Comments:	
Human Resources Comments:	

Notes / History

02-03-2014 5:02 PM	Frank Stapleton
<i>Saved Without Submitting</i>	
02-04-2014 8:37 AM	Frank Stapleton
<i>Save</i>	
02-04-2014 8:45 AM	Frank Stapleton
<i>Save</i>	
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02-07-2014 9:06 AM	Frank Stapleton
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02-07-2014 9:08 AM

Frank Stapleton

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02-07-2014 9:39 AM

Frank Stapleton

Save

View Posting Summary - Dean of Academic Affairs, Sciences and Mathematics

Posting Details

Posting Number:	0600511
POSITION INFORMATION	
Position Title:	Dean of Academic Affairs, Sciences and Mathematics
Position Number:	
FTE: (Full Time Equivalent)	1.00
Position Type:	Executive, Management, Supervisor
Months:	12
Salary Range: (Salary schedule based upon Education and Experience)	\$ 7646 - 9293
Pay Grade:	60
Monitored Group List	(1) Executive/Administrative/Managerial
DEPARTMENT INFORMATION:	
Department:	Dean of Academic Affairs, Sciences, Math, Nursing, Kinesiology, Health Sciences and Athletics
Committee Chair:	wulff, deborah
Contact(s):	Deborah Wulff, Vice President of Academic Affairs
Contact Phone/Extension:	805-546-3122
Contact Email:	
Contact Fax:	
POSTING TEXT	
Position Summary:	<p>Under the general direction of the Assistant Superintendent/Vice President, Academic Affairs, the Dean of Academic Affairs, who directs and provides leadership for Mathematics, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics, serves as an administrator for the district and cluster; providing supervision of facilities, personnel, budget, and class scheduling. The Dean will provide leadership in the development of educational programs, oversight of program planning, review and learning outcomes, and serve on the President's Cabinet. The responsibilities of the Dean of Academic Affairs extends to all sites for the District providing linkages with county organizations and agencies, overseeing cluster-based grants, and performing other related duties as required.</p> <p>The incumbent in the position is distinguished by the requirement to direct and provide leadership for the divisions within the Mathematics, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics cluster</p>

including assessment of needs and development of long-range plans for the cluster and the District. The Dean shall implement the philosophy and policies of the District and ensure that the cluster strives to achieve the College mission, vision, and goals.

Incumbents in the position support student learning outcomes by ensuring that students have access to the courses that fulfill their degree and certificate requirements for graduation, acquire transfer status, obtain or retain employment in a degree or certificate related field, and successfully pass licensure or professional certifications in their field of study. In addition, incumbents support Academic Affairs by continually working with faculty and staff to maintain the currency of program content and the quality of classroom delivery methods.

Education:
Required
-Master's degree.

Experience:
Required
-Two year's experience in community college management or the equivalent.

Preferred:
-Minimum two years work experience, preferably at the community college level, preferably in the area of sciences, math, nursing, allied health or athletics.

Knowledge of:
-Principles and practices of administration;
-Principles and practices of Academic Affairs functions;
-Pedagogy Text;
-Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
-Correct usage of English, grammar, spelling, punctuation, and vocabulary;
-District policies and procedures.

Ability to:
-Establish and maintain cooperative working relationships with those contacted in the performance of duties;
-Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

License and Certificates:
Required
-Valid driver's license and eligible to obtain California driver's license upon hire.

-Provide leadership of academic programs and faculty in academic affairs;
-Administer collective bargaining agreements, employee contracts, and Board policies;
-Direct and provide leadership for Mathematics, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics programs;
-Implement the philosophy and policies of the College and ensure that the cluster strives to achieve the College mission, vision, and goals;
-Support and promote the programs, functions, and goals of the units, the cluster, and the College;

Qualifications:

Academic (Faculty) candidates complete the Equivalency Process only if you do not meet the minimum qualifications for the position you are applying to, and you wish to be considered.

Essential Functions:	<ul style="list-style-type: none"> -Research changes and innovations in programs in the cluster including the identification and use of learning outcomes and assessment and lead the exploration of other educational program improvements; -Participate in the governance process; -Serve on committees as assigned to include liaison and/or chair duties; -Participate in the selection of regular and temporary faculty, managers, and staff for the cluster; -Supervise all academic, management, and classified personnel in the cluster; -Evaluate the performance of all academic, management, and classified personnel in the cluster; -Plan and oversee programs, grants, and projects within the cluster; -Conduct academic cluster meetings with chairs and/or directors on a regular basis and provide leadership in solving unit and cluster problems; -Participate regularly in division meetings in cooperation with the division chair; -Develop division class schedules with recommendations from the division chair or director and faculty; -Review and approve faculty teaching loads for conformance with College policy and contractual agreements; -Finalize with input from each division chair or director, the cluster plan, the program development/review, the Educational Master Plan, course articulation, and other curricular matters; -Review and approve cluster curriculum with the assistance of the division chair or director and the division curriculum committee representative prior to submission to the Curriculum Committee; -Manage and control the budgets of the programs, grants, and projects within the cluster; -Oversee and coordinate the use of facilities within the cluster; -Facilitate maintenance and/or replacement of facilities and equipment within the cluster; -Assist with the development of enrollment and student success reports and the dissemination of results; -Coordinate with the Cuesta College Foundation to promote philanthropic contributions to the district/program; -Assist in the development and the request for grants from federal and state agencies, or from the private sector; -Lead in the development of educational programs throughout the District; -Conduct surveys/studies and work with the community, local schools, administration, and faculty in determining the transfer, community, and employment needs of the District; -Provide for professional development opportunities for faculty and staff in the cluster; -Promote security, safety, and energy conservation in the cluster; -Report regularly on areas of responsibility to the Assistant Superintendent/Vice President, Academic Affairs; -Perform other related duties as required. <p>Essential functions of particular positions within classifications may vary because job duties may vary by work location.</p>
Physical Demands:	<ul style="list-style-type: none"> -Read and comprehend printed matter and text and data on computer monitors; -Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email; -Sit or stand for extended periods of time; -Lift and/or carry 25 pounds; -Exert manual dexterity sufficient for keyboard and other office equipment operation.

Position Benefits:	Fringe benefits include participation in a health, dental, and vision insurance plan. Family and domestic partner benefits are available. Membership in State Teacher's Retirement System, or Public Employee's Retirement System if previously a member.
Interview Process:	<p>First interviews will be held on May 2nd, 2014. A select number of candidates will be chosen to participate in second interviews on May 14th, 2014. Interview dates are at the discretion of the District.</p> <p>Candidates must be willing to come to Cuesta College for a personal interview at their own expense. If selected for an interview, a presentation will be required and scheduled on the day of your interview.</p>
Posting Date:	02-06-2014
1st Interview Date:	05-02-2014
2nd Interview Date:	05-14-2014
Review Begin Date:	
Closing Date:	04-10-2014
Optional Applicant Documents:	Optional Equivalency Statement Other Document
Required Applicant Documents:	Resume Cover Letter Letter of Recommendation 1 Letter of Recommendation 2 Letter of Recommendation 3 Unofficial Transcript
Special Instructions to Applicants:	Letters of Recommendation must be current within the last year.
Pass Message:	<p>Your application has been submitted to the Office of Human Resources for review. The interview date has been set and is indicated in the original job posting.</p> <p>If you are selected for an interview, we will contact you by telephone 1-2 weeks prior to the interview date to schedule a time and provide you with more information about the interview process.</p> <p>If you are not selected for an interview, you will be notified by email once a successful candidate has been placed into the position. This may take a few weeks, as the selected candidate must undergo a screening process and attain Board of Trustees approval.</p> <p>Please be patient and check your application status regularly online, as it, too, will be updated once a decision has been made.</p> <p>Thank you for your interest in employment at Cuesta College and we wish you success in your employment endeavors.</p>
Fail Message:	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Application Types Accepted:	Executive, Management, Supervisor Application

Please list advertising sources:	Ed Join Registry Cuesta Website Walk-In to Human Resources Interest Sheet Job Announcement Other Advertising Sources
Jobelephant:	Send posting to JobElephant
Notes for Jobelephant:	Please post once to Paso Press and Atascadero News.
Quicklink for Posting:	jobs.cuesta.edu/applicants/Central?quickFind=51107

Template Level Questions

No Template Level Questions.

Posting Specific Questions**Do you have experience in the community college setting?**

ANSWER

Yes

No

This question is required.

Do you have work experience in any of the areas of science, mathematics, nursing, allied health, or kinesiology?

ANSWER

Yes

No

This question is required.

Disqualifying / PointsMaximum Points Possible: **100****Posting Specific Questions****Do you have experience in the community college setting?**

ANSWER

DISQUALIFYING

SCORE

0

Yes

50

No

0

50 %**Do you have work experience in any of the areas of science, mathematics, nursing, allied health, or kinesiology?**

ANSWER

DISQUALIFYING

SCORE

0

Yes

50

No

0

50 %

Guest User

User Name:	GU52118
Password: <small>Between 6 and 20 Characters</small>	academic

Comments

Committee Chair Comments:	
Human Resources Comments:	

Notes / History

02-18-2014 3:45 PM	Frank Stapleton
<i>Posted</i>	

View Posting Summary - Executive Director of Human Resources & Labor Relations

Posting Details

Posting Number:	0600523
POSITION INFORMATION	
Position Title:	Executive Director of Human Resources & Labor Relations
Position Number:	
FTE: (Full Time Equivalent)	1.00
Position Type:	Executive, Management, Supervisor
Months:	12
Salary Range: <i>(Salary schedule based upon Education and Experience)</i>	\$ 7646 - 9293
Pay Grade:	60
Monitored Group List	(1) Executive/Administrative/Managerial
DEPARTMENT INFORMATION:	
Department:	Human Resources
Committee Chair:	Sommer, Toni
Contact(s):	
Contact Phone/Extension:	
Contact Email:	
Contact Fax:	
POSTING TEXT	
Position Summary:	<p>Under general direction of the Assistant Superintendent/Vice President Administrative Services, plan, organize, control and direct district-wide Human Resources, benefits and payroll operations and activities including recruitment, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions; coordinate and direct personnel, resources, communications and information to meet district needs; and supervise and evaluate the performance of assigned personnel.</p> <p>The Executive Director of Human Resources and Labor Relations is an executive management position. The incumbent directly assists the Assistant Superintendent/Vice President Administrative Services in human resources and labor relations matters. The incumbent must have strong management, follow through and communication skills, understand and promote the connection between human resources functions and student learning and institutional effectiveness outcomes, understand and work with broad concepts as well as specificity, attend to fine details of policies, laws, and contracts, for example, and exercise discretion</p>

and judgment and maintain confidentiality.

Education:

Required

-Baccalaureate degree from an accredited institution preferably in human resources management, industrial relations, public administration, or business administration.

Preferred

-Masters degree in one of the above;
-Coursework or professional training in labor contract negotiation, implementation, and arbitration. Job experience may be considered equivalent.

Experience:

Required

-Professional level experience working in human resources administration or labor relations.

Preferred

- Community College experience;
- Educational agency experience;
-Management level experience directing a program involving the implementation of laws and regulations, supervision, and budget administration; required experience and an applicable master's degree may be considered equivalent or preferred experience.

Or any equivalent combination of education and experience.

Knowledge of:

Required:

Equal Employment Opportunity regulations;
Wage and salary administration, job analysis and job description, work performance evaluation and discipline;
Principles of supervision.

Preferred

Knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees;
Knowledge of regulations pertaining to Title IX compliance;
Knowledge of payroll laws and practices;
Experience working with an integrated software system;
Knowledge and Experience with Industrial Injury and Illness (Workers' Compensation Insurance) laws and practices.
Knowledge of ACCJC Accreditation standard IIIA, Human Resources.

Ability to:

Ability to grasp concepts and to facilitate process development and implementation, and problem resolution within regulatory parameters;

Ability to listen, grasp, recall, and work with detail, including but not limited to laws and regulations, contractual provisions, policies and procedures;

Ability to work with interruptions, constant deadlines, and multiple assignments simultaneously;

Establish and maintain cooperative working relationships with those contacted in the performance of duties;

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning

Qualifications:

Academic (Faculty) candidates complete the Equivalency Process only if you do not meet the minimum qualifications for the position you are applying to, and you wish to be considered.

	disabilities.
Essential Functions:	<p>Plan, direct, and supervise the human resources program for administrative, academic, and classified personnel; including but not limited to: recruitment, wage and salary administration, job analysis and description, performance evaluation, new employee orientation, classified and management staff development and training, and service recognition;</p> <p>Serve as custodian for official personnel records;</p> <p>Select, train, supervise, and evaluate the work performance of division staff;</p> <p>Develop and implement Human Resources and Labor Relations unit plan, including recommending, administering, and monitoring budget;</p> <p>Contribute to District planning and reporting (Master Plan, Staffing and Personnel Transition, Accreditation);</p> <p>Lead, facilitate, and/or support attainment of District goals (as adopted by the Board of Trustees and provided in the College Plan);</p> <p>Develop and/or oversee the development of recommendations, resolutions, and other materials for, and participate in, closed and open meetings of the Board of Trustees;</p> <p>Serve as liaison between the District, legal counsel, and the Community College League of California on human resources, labor relations, and other legal matters, monitor and approve related expenditures;</p> <p>Interpret, implement, recommend, and develop human resources and labor relations policies, regulations, and practices; and facilitate the development of other District policies and regulations;</p> <p>Provide legal advice and counsel to the District on issues related to human resources and labor relations;</p> <p>Serve as the District Equal Employment Opportunity, Title IX, and Section 504 Compliance Officer, including responding to unlawful discrimination complaints;</p> <p>Supervise District industrial injury/illness (worker's compensation) claims management and represent the District on the Self Insurance Program for Employees (SIPE) Advisory Board, monitor and approve expenditures;</p> <p>Represent the District in negotiating collective bargaining agreements (for academic and classified bargaining units), oversee and facilitate their administration, including grievance resolution;</p> <p>Recommend action and assist in employee discipline matters;</p> <p>Maintain and report human resources and labor relations statistical and other data;</p> <p>Serve on and chair District standing and other committees as assigned;</p> <p>Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, and of staff and students with physical and learning disabilities;</p> <p>Establish and maintain cooperative working relationships with faculty, staff, students and others contacted in the performance of duties;</p>
Physical Demands:	<p>Read and comprehend printed matter and text and data on computer monitors;</p> <p>Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;</p> <p>Sit or stand for extended periods of time;</p> <p>Lift and/or carry 25 pounds;</p> <p>Exert manual dexterity sufficient for keyboard and other office equipment operation.</p>
Position Benefits:	<p>Fringe benefits include participation in a health, dental, and vision insurance plan. Membership in Public Employees Retirement</p>

	System is required.
Interview Process:	Candidates must be willing to come to Cuesta College for a personal interview at their own expense. If selected for an interview, a skills test will be required and scheduled on the day of your interview.
Posting Date:	03-12-2014
1st Interview Date:	05-22-2014
2nd Interview Date:	
Review Begin Date:	
Closing Date:	04-24-2014
Optional Applicant Documents:	
Required Applicant Documents:	Resume Cover Letter Letter of Recommendation 1 Letter of Recommendation 2 Letter of Recommendation 3 Unofficial Transcript
Special Instructions to Applicants:	Cover Letter should be no more than two pages long and should address the following: 1. Material that is not addressed in your resume 2. Why you are interested in working at Cuesta College 3. Give four reasons why you feel you are the most qualified candidate. Letters of Recommendation must be current within the last 12 months. Applications with outdated or letters with no date may be disqualified.
Pass Message:	Your application has been submitted to the Office of Human Resources for review. The interview date has been set and is indicated in the original job posting. If you are selected for an interview, we will contact you by telephone 1-2 weeks prior to the interview date to schedule a time and provide you with more information about the interview process. If you are not selected for an interview, you will be notified by email once a successful candidate has been placed into the position. This may take a few weeks, as the selected candidate must undergo a screening process and attain Board of Trustees approval. Please be patient and check your application status regularly online, as it, too, will be updated once a decision has been made. Thank you for your interest in employment at Cuesta College and we wish you success in your employment endeavors.
Fail Message:	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Application Types Accepted:	Executive, Management, Supervisor Application

Please list advertising sources:	Ed Join Registry Cuesta Website Walk-In to Human Resources Interest Sheet Job Announcement Other Advertising Sources
Jobelephant:	Send posting to JobElephant
Notes for Jobelephant:	Please send one time to Atascadero News and Paso Robles Press.
Quicklink for Posting:	jobs.cuesta.edu/applicants/Central?quickFind=51126

Template Level Questions

No Template Level Questions.

Posting Specific Questions

Do you have community college experience?

ANSWER

Yes

No

This question is required.

Do you have educational agency experience?

ANSWER

Yes

No

This question is required.

Do you have management level experience directing a program involving the implementation of laws and regulations, supervision and budget administration?

ANSWER

Yes

No

This question is required.

Do you have knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees?

ANSWER

Yes

No

This question is required.

Do you have knowledge of regulations pertaining to Title IX compliance?

ANSWER

Yes

No

This question is required.

Do you have knowledge of payroll laws and practices?

ANSWER

Yes

No

This question is required.

Do you have experience working with an integrated software system?

ANSWER

Yes

No

This question is required.

Do you have knowledge and experience of Industrial Injury and Illness (Workers Compensation Insurance) laws and practices?

ANSWER

Yes

No

This question is required.

Do you have professional knowledge of ACCJC Accreditation Standard IIIA, Human Resources?

ANSWER

Yes

No

This question is required.

The job description requires at least a baccalaureate degree from an accredited institution preferably in human resources management, industrial relations, public administration or business administration. What is your education level?

ANSWER

No Response

High School Diploma

AA Degree

Baccalurate Degree

Baccalurate Degree from an accredited institution

Masters Degree

Doctorate Degree

This question is required.

Disqualifying / PointsMaximum Points Possible: **100****Posting Specific Questions****Do you have community college experience?**

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have educational agency experience?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have management level experience directing a program involving the implementation of laws and regulations, supervision and budget administration?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have knowledge of regulations pertaining to Title IX compliance?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have knowledge of payroll laws and practices?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have experience working with an integrated software system?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10

No		0
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10 %

Do you have knowledge and experience of Industrial Injury and Illness (Workers Compensation Insurance) laws and practices?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

Do you have professional knowledge of ACCJC Accreditation Standard IIIA, Human Resources?

ANSWER	DISQUALIFYING	SCORE
		0
Yes		10
No		0

10 %

The job description requires at least a baccalaureate degree from an accredited institution preferably in human resources management, industrial relations, public administration or business administration. What is your education level?

ANSWER	DISQUALIFYING	SCORE
No Response		0
High School Diploma		0
AA Degree		1
Baccalurate Degree		3
Baccalurate Degree from an accredited institution		5
Masters Degree		8
Doctorate Degree		10

10 %

Guest User

User Name:	GU52130
Password: Between 6 and 20 Characters	hrdirector

Comments

Committee Chair Comments:	
Human Resources Comments:	

Notes / History

03-11-2014 10:04 AM	Janeal Jones
<i>Saved Without Submitting</i>	
03-11-2014 10:16 AM	Janeal Jones

*Save***03-11-2014 1:46 PM****Gaye Steil***Save***03-12-2014 11:27 AM****Janeal Jones***Save***03-12-2014 11:36 AM****Janeal Jones***Save***03-12-2014 11:39 AM****Janeal Jones***Posted***Reference Letters****Reference Letters**

Will this position accept reference letters?

No letters requested

Number of reference letters required?

No letters required

Instructions to Applicant:

Instructions to Reference:

View Posting Summary - Police Sergeant

Posting Details	
Posting Number:	0600501
POSITION INFORMATION	
Position Title:	Police Sergeant
Position Number:	
FTE: (Full Time Equivalent)	1.00
Position Type:	Executive, Management, Supervisor
Months:	12
Salary Range: <i>(Salary schedule based upon Education and Experience)</i>	\$ 4,669 - \$5,675
Pay Grade:	47
Monitored Group List	(1) Executive/Administrative/Managerial
DEPARTMENT INFORMATION:	
Department:	Public Safety
Committee Chair:	Steil, Gaye
Contact(s):	Joe Arteaga
Contact Phone/Extension:	3205
Contact Email:	
Contact Fax:	
POSTING TEXT	
Position Summary:	<p>Under general supervision of the Director of Public Safety/Chief of Police, assist in coordinating Police and Safety Operations for the District; perform law enforcement and crime prevention on all District property, grounds and facilities; assist the Director/Chief with other police and safety functions and services; enforce rules and regulations as required by District policy; and perform other related duties as required.</p> <p>The Police Sergeant is distinguished by the requirement to exercise supervision of patrol officers and public safety officers, as assigned. The Police Sergeant also performs administrative duties to assist in implementation of departmental policies and procedures; performs duties related to patrol, traffic, investigations, administration and others as assigned by the Director/Chief.</p>
	<p>Education: Required -A.A. Degree (or higher) - in related field or Advanced POST certificate (or higher)</p>

Qualifications:

Academic (Faculty) candidates complete the Equivalency Process only if you do not meet the minimum qualifications for the position you are applying to, and you wish to be considered.

Experience:**Required**

-Four (4) years full-time, sworn police experience

Special Requirements:

-Must be able to pass a P.O.S.T. Background Investigation

License and Certificates (current within the last year):**Required**

-POST Certificate or higher;

-Possession of a valid California Class "C" driver's license;

-First Aid and CPR certificates.

Knowledge of:

-Police methods and procedures, including patrol, crime prevention, traffic, investigation techniques and juvenile law;

-Criminal law, with particular reference to arrest, violations of misdemeanors and felonies, rules of evidence and search and seizure;

-Federal, state, local and District laws, rules and regulations, including laws of arrest, legal rights of citizens, court procedures and rules of evidence;

-Effective supervisory practices;

-Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;

-Correct usage of English, grammar, spelling, punctuation, and vocabulary;

-District policies and procedures.

Essential Functions:

Supervise personnel, including identifying training needs, assigning work priorities and evaluating performance;

May serve as the acting Director/Chief in the absence of the Director/Chief;

Patrol buildings and grounds on foot and with a District vehicle;

May serve as direct liaison with local law enforcement agencies;

Review police reports;

Develop effective patrol response to identified crime patterns, trends and activities;

Implement departmental, divisional, and unit policies;

Channel information between subordinates and management personnel;

Conduct meetings to implement crime prevention, reduction, and resistance techniques with members of the campus community;

Plan specific programs and activities designed to suppress crime and criminal conduct, using all available departmental and community resources;

Provide counseling, referral and follow-up investigation services to resolve human crisis;

Detect potential crime problems and offers reasonable and prudent solutions for the reduction of risks;

Solicit input relating to departmental procedures, equipment, communication, training, and other related areas of concern;

Relieve from duty under emergency suspension conditions and subordinate personnel;

Establish and maintain cooperative working relationships with those contacted in the performance of duties;

Communicate effectively orally and in writing;

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Supervise and train subordinates;

Interpret and apply laws and regulations;

Physical Demands:	Prepare clear and concise written reports; See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter; Hear and understand speech at normal levels; Speak so that others will be able to understand a normal in-person and telephone conversation; Sit or stand for extended periods of time; Stoop, lift and/or carry up to 50 pounds; Exert manual dexterity sufficient for keyboard and other office equipment operation.
Position Benefits:	Fringe benefits include participation in a health, dental, and vision insurance plan. Membership in Public Employees Retirement System is required.
Interview Process:	Candidates must be willing to come to Cuesta College for a personal interview at their own expense. If selected for an interview, a teaching demonstration may be required and scheduled on the day of your interview.
Posting Date:	02-03-2014
1st Interview Date:	
2nd Interview Date:	
Review Begin Date:	03-03-2014
Closing Date:	Open Until Filled
Optional Applicant Documents:	Other Document
Required Applicant Documents:	Resume Cover Letter Letter of Recommendation 1 Letter of Recommendation 2 Letter of Recommendation 3 Unofficial Transcript CPR Certification First Aid Certification Other Document
Special Instructions to Applicants:	Three (3) current letters of recommendation from previous or current supervisors/colleagues, CPR, First Aid & P.O.S.T. Certificates, must be current within the last year. If any of these items are not current, you may be subject to disqualification. In the required "other document" category please attach a copy of the Advanced P.O.S.T. certificate. Letters of recommendation must be current within the last 12 months. If letters are not current your application may be disqualified. First and Second interview dates have not yet been determined. The committee will begin reviewing applications on 3/3/2014.
Pass Message:	Your application has been submitted to the Office of Human Resources for review. The interview date has been set and is indicated in the original job posting. If you are selected for an interview, we will contact you by telephone 1-2 weeks prior to the interview date to schedule a time and provide you with more information about the interview process. If you are not selected for an interview, you will be notified by email once a successful candidate has been placed into the position. This may take a few weeks, as the selected candidate must undergo a screening process and attain Board of Trustees

	approval. Please be patient and check your application status regularly online, as it, too, will be updated once a decision has been made. Thank you for your interest in employment at Cuesta College and we wish you success in your employment endeavors.
Fail Message:	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Application Types Accepted:	Executive, Management, Supervisor Application
Please list advertising sources:	Ed Join Registry Cuesta Website Walk-In to Human Resources Interest Sheet Job Announcement Other Advertising Sources
Jobelephant:	Send posting to JobElephant
Notes for Jobelephant:	Please advertise one time in the Paso Robles Press and the Atascadero News.
Quicklink for Posting:	jobs.cuesta.edu/applicants/Central?quickFind=51096

Template Level Questions

No Template Level Questions.

Posting Specific Questions

No Posting Specific Questions.

Disqualifying / Points

Maximum Points Possible: 0

No scorable questions exist.

Guest User

User Name:	GU52105
Password: <small>Between 6 and 20 Characters</small>	police

Comments

Committee Chair Comments:	
Human Resources Comments:	

Notes / History

02-03-2014 4:08 PM	Gaye Steil
<i>Saved Without Submitting</i>	
02-03-2014 4:09 PM	Gaye Steil
<i>Saved Without Submitting</i>	

02-03-2014 4:20 PM

Gaye Steil

Posted

Reference Letters

Reference Letters

Will this position accept reference letters?	No letters requested
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Number of reference letters required?	No letters required
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Instructions to Applicant:	
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Instructions to Reference:	
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