

From: Geissler, Joseph
To: [Chitlik, Judy](#)
Subject: SCC Accreditation Actionable Improvement Plan #7
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Actionable Improvement Plan #7

“In conjunction with the Rancho Santiago Community College District Human Resources Department, Santiago Canyon College will review and evaluate the effectiveness of the process for updating job descriptions to ensure that they are reviewed and updated on a more frequent basis.”

2014 SCC Self-Evaluation

III.A.1.a. Description

The Human Resources Department also facilitates the generation, revision, and publicizing of the Rancho Santiago Community College District’s job descriptions. Even so, many of the job descriptions have not been updated and reflect revision dates in excess of ten years (III.A-033). Despite the outdated nature of the District’s job descriptions, the Human Resources Department posts standard job descriptions for classified staff, faculty, administrators, and supervisory and confidential employees on its web page (III.A-034). The Human Resources Department engages the services of the Hay Group, an outside consultant firm, to evaluate and revise classified staff positions and job descriptions as applicable.

III.A.1.a. Self-Evaluation

Even though job descriptions are posted on the Rancho Santiago Community College District website for prospective applicants, many of the job descriptions have not been updated and reflect revision dates in excess of ten years. This could be detrimental to recruitment of the most qualified applicant pool. In order for evaluations to be more relevant in the context of the duties being performed, it is necessary for more regular and periodic reviews of job descriptions so as to bring them in line with contemporary duties and responsibilities of employees (III.A-043).

Hi Judy,

I've been designated the lead of a team that includes Maury Barembaum, Marilyn Flores and Esther Odegard. Our task is to document progress and gather evidence in relationship to Actionable Improvement Plan #7.

I've reviewed section III.A.1.a. of the Self-Evaluation, and the specific evidence that is cited is an Administration Clerk job description that was last updated in 2000.

- I've looked through the Board policies and administrative regulations. The only administrative regulation that seems to apply is AR 7120.0 Classified Employee (CSEA Bargaining Unit) Recruitment and Selection, but it only states that Human Resources prepares the job announcement.
- I've reviewed the CSEA contract. There are sections that deal with the Reclassification Request Process (26.3-26.6), but I'm not sure if that's the same thing as a job description.

First, do we have a process for reviewing job descriptions? I haven't been on the Human Resources Committee long enough to understand how this is achieved.

Second, could we add "review and evaluate the effectiveness of the process for updating job descriptions" to a future Human Resources Committee agenda if appropriate?

Thank you for your input!

--Joe

Joe Geissler

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