

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: August 12, 2010

SUBJECT: Consideration of Approval of Reclassification of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the reclassification of Michelle Riggs from Administrative Secretary to Research Assistant, CHC.

OVERVIEW

Ms. Michelle A. Riggs submitted a Request for Consideration of Position Classification on May 5, 2010. The Reclassification Committee and the Interim Chancellor reviewed the request and approved to reclassify Ms. Riggs from Administrative Secretary to Research Assistant effective May 1, 2010. As a result Ms. Michelle A. Riggs will be reclassified from Range 37 Step C to Range 46 Step A retroactive to May 1, 2010.

ANALYSIS

Ms. Riggs conducts a variety of studies for both instructional and non-instructional programs; inputs, formats, and reports information to the college; runs statistical analysis; collects and inputs a variety of data, including data generated from surveys, obtained from Datatel, EIS, and ERIS, as well as Census data; maintains accurate and confidential data files such as the Accuplacer assessment data; uses Excel and SPSS to perform statistical analyses; interprets, synthesizes, and analyzes data using scientific or statistical techniques; modifies and develops paper and web-based survey instruments using sophisticated survey software; and assists in research design and applies appropriate computer tools and data collection techniques. Ms. Riggs spends approximately 90% of her time engaged in Research Assistant activities to meet the demands of Crafton Hills College.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.