



Big Bend Community College

MOSES LAKE, WASHINGTON

September 18, 1967

Mr. Richard White
Code Reviser
State of Washington
Capitol Building
Olympia, Washington 98501

Dear Sir:

It is our understanding that each State agency should file a copy of its Civil Service handbook with your office. The handbook for State agency #629, which is Big Bend Community College operating as Community College District #18, is enclosed.

Sincerely,

Don A. Morgan
President
Acting Director of Personnel

jc

Enclosure

STATE OF WASHINGTON
FILED
OCT 11 1967
CODE REVISER'S OFFICE
POCKET # 123 FILE # 1

No. 11112

BIG BEND COMMUNITY COLLEGE

CIVIL SERVICE HANDBOOK

STATE OF WASHINGTON
FILED

OCT 11 1967

CODE REVISER'S OFFICE
DOCKET # 1803 FILE # 1

WIG BEND COMMUNITY COLLEGE

Pay Range Step Plan
(Effective July 1, 1967)

Title	Range	Starting Salary	1	2	3	4	5	6	7	8	9	10
General Sec. Lib. Clerk #2 Switchboard- Clerk	1	327	338	349	360	371	382	393	404	415	426	437
Cashier - Receptionist Adult-Voc. Sec.	2	332	344	356	368	380	392	404	416	428	440	452
Accountant Lib. Clerk #1 Bookstore Mgr.	3	352	365	380	394	408	422	436	450	464	478	492
Inst. Personnel Secretary	4	362	375	390	404	418	432	446	460	474	488	502
President's Secretary *	5	372	386	400	414	428	442	456	470	484	498	512
Custodians	6	406	418	430	442	454	466	478	490	502	514	526
Maintenance	7	450	462	474	486	498	510	522	534	546	558	570
Manager of Central Budget *												
Manager of Pro- curement & Payroll* Assistant Registrar *	8	\$575 Salaried Positions. Increases subject to Board action.										
Campus Engineer	9	600	616	632	648	664	680	696	712	728	744	760

*These positions are exempt from Civil Service.

Name _____ Position Title _____
Effective _____ Your salary will be \$ _____ per month. This is
Range _____ Step _____ of the above scale.
Your next anniversary date will be _____.

Salary will be computed as follows: base plus ten steps (max.). First step or increment given on July 1 of each year if you came to work before January, otherwise increment will be given on July 1 of the following year.

Comparable office experience allowed at three-fourths of the increment or the closest applicable step. Ten years maximum.

Five dollars for Professional Standards Certificate to be added to base on secretaries.

HOURS OF WORK AND LEAVES OF ABSENCE

HOURS OF WORK. Hours of work shall be specified by job class. They may vary for different classes, but shall be uniform for all employees in the same class.

Two general work schedules are recognized. The employee shall be notified of such assignment in the terms of his appointment.

Forty hours per week shall constitute full-time employment. The normal work week is considered to be eight hours for five consecutive days, from 8:00 a.m. to 4:30 p.m. with one-half hour for lunch. The Employing Official may adjust the schedule of an individual employee or group of employees under his supervision to provide different schedules of daily hours of working days, or to provide for extra services outside of normal work hours, provided that such adjustment shall not result in requiring an average work week of either less or more than forty hours per week for full-time employment. Reasonable notice will be given the employee whose schedule of hours must be changed. Any shift that regularly starts 4:30 p.m. or later will carry an over-ride of \$.10 per hour wage.

Employees whose duties are primarily professional or supervisory, or who are assigned the responsible charge of a work program that cannot be restricted to a specific schedule of hours, shall work during such periods as their duties require.

REST PERIODS. Each employee shall be entitled to not less than a ten (10) minute rest period for each four hours of work. Each eight hour shift shall include two rest periods, even though the shift is unequally divided.

HOLIDAYS. The following holidays with pay, in addition to other days designated under the authority of the Board, shall be allowed employees working on a continuous basis or on leave with pay on the last working day preceding the holiday:

New Year's Day	Labor Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Holiday time worked shall be treated as overtime work as defined in the Compensation Plan.

When a holiday falls on an employee's scheduled day off, he shall be given a day of compensatory time off.

RETIREMENT. The employees covered in this schedule will fall under the purview of the State Civil Service Retirement System or the Public School Retirement System in harmony with state laws. As guidelines develop from State agencies, they will be incorporated in this schedule.

ANNUAL LEAVE. Classified employees shall earn annual leave at rates based on the schedule of their duties.

Annual leave with pay shall accrue to employees at the rate of one working day for each month of continuous service if their employment is continuous for six months or longer.

With each of the second, third, and fifth years of continuous employment, one additional working day of annual leave shall be allowed.

Beginning with the tenth year of continuous employment, in recognition of continuity of service, one additional working day of annual leave shall be allowed for each additional year of continuous service thereafter until a maximum of twenty-two (22) working days of annual leave is allowed.

Where less than full-time service is required, annual leave shall accrue at the appropriate fraction of the rates set forth under these Rules.

New employees may not take annual leave until they have completed their probationary period of six months' service.

Annual leave shall be scheduled by the employing department at a time most convenient to the work of the department, the determination of which shall rest with the Employing Official. As far as possible, leave will be scheduled in accordance with the wishes of the employee in any amount up to the total of his earned leave credits.

Unused annual leave credits may be accumulated to a maximum of thirty (30) working days, except that if an employee's request for leave is deferred by the Employing Official and a statement of the necessity is filed with the Director, then the maximum of thirty days' accrual shall be extended for each month that the leave is deferred. Annual leave earned by the employee must be allowed him during the period it is available to him. No extra compensation in lieu of annual leave shall be paid the employee.

Annual Leave (continued)

Upon separation from the classified service after six months of continuous employment, annual leave pay may be allowed to the extent of the employee's accrued and unused annual leave credits as shown by the records of the Director.

SICK LEAVE. Sick leave with full pay shall accrue to classified employees at the rate of one working day per month of completed service.

Sick leave shall be allowed an employee up to the amount of his earned credits under the following conditions:

Because of and during illness or injury which has incapacitated the employee from performing his duties,

By reason of exposure of the employee to contagious disease during such period as his attendance on duty would jeopardize the health of fellow employees or the public.

Because of emergencies caused by serious illness or death in the immediate family (husband, wife, child, mother, father of either spouse) of the employee that require the assistance of the employee in circumstances arising from the care of the patient or arrangements for the deceased. Leave for the purpose of condolence or bereavement may be expanded to include brothers and sisters of either spouse and may be granted only with the approval of the Employing Official within the limitations of three days within the state; out of state maximum of five days allowed.

For the purpose of medical, dental, or optical appointments, if arranged in advance with the Employing Official.

Sick leave shall not be allowed for maternity purposes.

Sick leave shall accumulate to a maximum of one hundred thirty-two (132) working days of unused leave.

Illness or disability shall be reported at the beginning of any period of sick leave to the immediate supervisor by the employee or the person to act for him. Upon his return to work, the employee will be required by the Employing Official to submit a written statement explaining the nature of the disability.

A physician's certificate of illness or injury satisfactory to the Employing Official may be required for approval of sick leave.

Sick Leave (continued)

Upon separation of the employee from the classified service for any cause compensation shall not be paid for accrued sick leave credits. Employees who have been laid off will have previous sick leave credits reinstated upon their return to active service.

MILITARY LEAVE OF ABSENCE.

Military Training Leave With Pay. An employee in the classified staff service shall be entitled to military leave of absence without loss of pay for active duty in the Washington National Guard, or in the Army, Air, Marine, or Naval Reserve Forces of the United States for purposes of attending annual field training exercises or otherwise discharging reserve obligations. Military training leave shall not exceed fifteen (15) calendar days in any one year as provided by statute.

Military Leave Without Pay. A classified employee shall be entitled to military leave of absence without pay for service in the armed forces of the United States or the State, and to reinstatement upon application to the Director within ninety (90) days after the expiration of such period of military service, to his former position or to one of like class in accordance with state law governing this matter.

LEAVE FOR CIVIL DUTY. Leave of absence for jury duty, to serve as a witness at trials. In such cases a salary adjustment shall be made to deduct any amount received for such civil duty, less expenses, from the employee's monthly salary warrant, so that there is neither a financial gain nor loss to the employee.

LEAVE OF ABSENCE WITHOUT PAY. Leave of absence without pay may be allowed for a classified employee for specific periods for any of the reasons applicable for leave with pay and for maternity leave.

Leave of absence without pay may be allowed, upon the approval of the Employing Official and the Director, in an amount not to exceed twelve months.

Leave of absence without pay extends from the time an employee's name is removed from the payroll until he returns to continuous service.

Annual leave or sick leave credits will not accrue during a leave of absence without pay which exceeds ten (10) working days in any calendar month.

ABSENCE WITHOUT AUTHORIZED LEAVE. Leave of absence whether with or without pay, must be authorized in writing by the Employing Official and the Director. Absence other than on duly authorized leave, shall be treated as leave without pay, and in addition, may be grounds for disciplinary action.

PROBATIONARY PERIOD

PURPOSE. A probationary or working test period shall be an integral part of the examination process and shall be utilized as an opportunity to observe the employee's work, to train and aid the employee in adjustment to his position, and to reject any employee whose work performance fails to meet required work standards.

DURATION. All original and all promotional appointments shall be tentative and subject to a probationary period of six (6) months of actual service which starts upon the effective date of an appointment. Any interruption of service during the probationary period shall not be counted as a part of such period.

DISMISSAL DURING PROBATIONARY PERIOD. At any time during the trial period the Employing Official may remove an employee whose performance does not meet the required standards, provided that he shall report the removal and the reasons therefor in writing before the effective date of separation to the Director and to the employee concerned. Notice of two weeks will normally be given an employee who is removed. No more than three employees shall be removed successively from the same position during their trial service period without the approval of the Director. Dismissal during the probationary period is not appealable by the employee.

DEMOTION DURING PROBATIONARY PERIOD. At any time during the probationary period when an employee is about to be laid off because of reduction in force, the Employing Official, with the consent of the employee, may demote such employee in lieu of layoff if he is otherwise eligible and work is available in a lower class. The name of such an employee shall be restored to the lists from which it was removed at the time of appointment. The probationary period of an employee demoted in lieu of layoff during that period shall include the period of probation in the higher class. No demotion of this kind shall be made if it will result in the separation of any other employee with greater length of service.

An employee serving as a result of appointment from a promotional list, who is removed from the new position for reasons other than misconduct or delinquency and who was a permanent employee in another position in the classified staff service immediately prior to his promotional appointment, shall be reinstated in his former position or in one of like status and pay.

NOTIFICATION OF END OF PROBATIONARY PERIOD. The Employing Official shall notify the Director in writing whether the services of the employee have been satisfactory and whether the employee will be continued in his position. Upon receipt by the Director of a favorable report, the appointment of the employee shall be made permanent at the expiration of the probationary period.

APPEALS FROM DISCIPLINARY ACTIONS

WHO MAY APPEAL. Any permanent employee who is suspended, demoted, or dismissed shall have the right to appeal to the Committee not later than thirty (30) calendar days after the effective date of such action. The request for an appeal must be in writing, setting forth the reasons why such disciplinary action is improper, and must be filed through the Director. The Committee will hear such appeals within thirty (30) calendar days of the receipt of such request.

PROCEDURES FOR HEARING APPEALS. The following provisions of Sections 18, 19, 20 and 21 of the Act govern the conduct of appeal hearings by the Committee as well as appellate hearings by civil courts:

Section 18. Hearings on such appeals shall be open to the public, except for cases in which the (Committee) determines there is substantial reason for not having an open hearing, or in cases where the employee so requests, and shall be informal with technical rules of evidence not applying to the proceedings except the rules of privilege recognized by law. Both the employee and his appointing agency shall be notified reasonably in advance of the hearing and may select representatives of their choosing. Present and cross-examine witnesses and give evidence before the (Committee). Members of the (Committee) may, and shall at the request of either party, issue subpoenas and subpoenas duces tecum. All testimony shall be on oath administered by a member of the (Committee). The Board shall certify to the superior court the facts of any refusal to obey a subpoena, take the oath, or testify. The court shall summarily hear the evidence on such refusal and if the evidence warrants punish such refusal in the same manner and to the same extent as for contempt committed before, or in connection with the proceedings of the court. The (Committee) shall prepare an official record of the hearing, including all testimony, recorded manually or by mechanical device, and exhibits; but it shall not be required to transcribe such record unless requested by the employee who shall be furnished with a complete transcript upon payment of a reasonable charge therefor. Payment of the cost of a transcript used on appeal shall await determination of the appeal and shall be made by the employing agency if the employee prevails.

Section 19. Within thirty (30) days after the conclusion of the hearing the (Committee) shall make and fully record in its permanent records findings of facts, conclusions of law when the construction of a rule, regulation or statute is in question, reasons for the action taken and its order based thereon, which shall be final subject to action by the court on appeal as hereinafter provided at the same time sending a copy of the findings, conclusions and order by registered mail to the employing agency and to the employee at his address as given at the hearing or to a representative designated by him to receive the same.

Section 20. (1) Within thirty (30) days after the recording of the order and mailing thereof, the employee may appeal to the Superior Court of Grant County, on one or more of the grounds that the order was:

- (a) Founded on or contained error of law, which shall specifically include error in construction or application of any pertinent rules or regulations;
- (b) Contrary to a preponderance of the evidence as disclosed by the entire record with respect to any specified finding or findings of fact;
- (c) Materially affected by unlawful procedures;
- (d) Based on violation of any constitutional provision or
- (e) Arbitrary or capricious.

(2) Such grounds shall be stated in a written notice of appeal filed with the court, with copies thereof served on the Director of Personnel or a member of his staff or a member of the (Committee) and on the employing agency, all within the time stated.

(3) Within thirty (30) days after service of such notice or within such further time as the court may allow, the (Committee) shall transmit to the court a certified transcript, with exhibits, of the hearing; but by stipulation between the employing agency and the employee the transcript may be shortened, and either party unreasonably refusing to stipulate to such limitations may be ordered by the court to pay the additional cost involved. The court may require or permit subsequent corrections or additions to the transcript.

Section 21. (1) The court shall review the hearing without a jury on the basis of the transcript and exhibits, except that in case of alleged irregularities in procedure before the (Committee) not shown by the transcript the court may order testimony to be given thereon. The court shall upon request by either party hear oral argument and receive written briefs.

(2) The court may affirm the order of the (Committee), remand the matter for further proceedings before the (Committee), or reverse or modify the order if it finds that the employee's objection thereto is well taken on any of the grounds stated. Appeal shall be available to the employee to the Supreme Court from the order of the Superior Court as in other civil cases.

Appeals From Disciplinary Actions

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Section 22. (1) An employee who is terminated from service may request the (Committee) to place his name on an appropriate re-employment list and the (Committee) shall grant this request where the circumstances are found to warrant re-employment.

(2) Any employee, when fully reinstated after appeal, shall be guaranteed all employee rights and benefits, including back pay, sick leave, vacation accrual, retirement and OASDI credits.

PROMOTION FROM WITHIN

All employees will be notified of any new openings prior to public announcement and if qualified will receive consideration prior to any outside applicant.

SEPARATION AND DISCIPLINARY ACTIONS

SEPARATION. Resignation, retirement, layoff, dismissal, or abandonment of the position shall constitute separation from service.

Resignation. Any employee may resign from service and should present his resignation in writing to the Employing Official. To resign in good standing an employee must give at least two calendar weeks' notice, unless the Director waives the notice requirement. Such resignation shall be promptly forwarded to the Director by the Employing Official.

Reduction in Force -- Layoff. An Employing Official may separate an employee without prejudice because of lack of funds, reorganization, or curtailment of work. Notice of at least two calendar weeks must be given to such employee.

Order of Layoff. Layoff of permanent employees will be made in inverse order of seniority in the class of work and the organizational unit involved. Seniority shall be measured by the period of unbroken service in the class and organizational unit, including authorized leaves of absence. Where two or more employees in the same class have equal seniority, layoff will be in alphabetic order of the last names of the employees affected.

Transfer or Voluntary Demotion. In the event of a reduction in force, a permanent employee shall not be laid off while any probationary, provisional, or temporary employee is continued in a position of the same class. An employee in a higher class or a series of related classes with greater seniority shall be offered voluntary demotion to a lower class, provided he qualifies for the class and has greater seniority than the occupant of the position in the lower class.

Modification of Order of Layoff. Where a reduction in force on the basis of seniority can be shown to impair seriously the program of the employing unit, the Employing Official may modify the order of layoff. The reasons for such modification must be furnished in writing to any employee affected at least twenty (20) days in advance of the proposed reduction in force, a copy of which shall be sent to the Director. The employee laid off under these circumstances may appeal to the Committee under the provisions of the rules on Appeals From Disciplinary Action.

Laid Off Employees on Layoff Register. The names of permanent and probationary employees who have been laid off shall be placed on the appropriate layoff list in accordance with these rules.

Dismissal. An Employing Official may dismiss for cause any permanent employee under his jurisdiction by delivering at least fifteen (15) calendar days before the effective date thereof a written statement of reasons by certified mail to the employee with a copy to the Director. If the Employing Official, because of the reasons for the dismissal, desires to make an immediate separation from the service, he may effect a suspension without pay pending dismissal. By so notifying the Director in writing, such action shall automatically result in permanent separation at the end of the period of suspension. Suspensions pending dismissal shall be subject to limitations provided under the rule covering Separation and Disciplinary actions. The Employing Official may withdraw or modify a dismissal within fifteen (15) calendar days after the original written notice is filed. A permanent employee so dismissed shall have the right to appeal in writing within thirty (30) calendar days of the date of receipt of the letter of dismissal to the Committee, and shall be granted a hearing as provided under the rule covering Appeals From Disciplinary Actions of these Rules.

Abandonment of Position. An employee who is absent from his position for three consecutive days without notice to the Employing Official may be considered to have abandoned his position. A recognition notice of such abandonment shall be sent by certified mail to the last known address of the employee within seven (7) calendar days after the three consecutive days of absence.

DISCIPLINARY ACTION. Any action which reflects discredit upon the employer or is a direct hindrance to the effective performance of institutional functions shall be considered sufficient cause for disciplinary action.

Reprimand. An Employing Official may reprimand an employee for cause. If such reprimand is to be put in writing, it shall be addressed to the employee and a signed copy shall be sent to the Director for inclusion in the employee's personnel file. A permanent employee who is reprimanded in this manner may appeal for a hearing in writing to the Director within five (5) calendar days of receipt of the reprimand.

Suspension. An Employing Official may suspend an employee without pay for cause for a period or periods not exceeding thirty (30) calendar days in any twelve (12) months and not exceeding fifteen (15) calendar days for any single offense. The Employing Official shall notify the employee concerned in writing by certified mail, with a copy to the Director, not later than one (1) day after the suspension is made effective. Such

notice shall include the reasons for and the duration of the suspension. Any permanent employee who is suspended shall have the right to appeal to the Committee not later than thirty (30) calendar days after the effective date of such action.

Demotion. An Employing Official may demote an employee for cause. A written statement of the reasons for any such action shall be furnished to the employee by certified mail and a copy filed with the Director at least fifteen (15) calendar days prior to the effective date of the action. No demotion shall be made as a disciplinary action unless the employee to be demoted is eligible for employment in the lower class, and shall not be made if any permanent employee in the lower class will be laid off by reason of the action. A permanent employee who is demoted shall have the right to appeal to the Committee not later than thirty (30) calendar days after receipt of such notice.

REPRESENTATION AND GRIEVANCES

EMPLOYEE REPRESENTATION. Classified employees may organize, be represented, and collectively negotiate with respect to grievances, wages, hours, and other conditions of employment within the scope permitted by these Rules and the law.

GRIEVANCES. Classified employees may seek settlement, if practical during working hours, of any grievance arising over differences involving working conditions or applications, by employing officials, of the rules set forth herein. The aggrieved employee himself shall first attempt to settle a difference with his immediate supervisor. If unsuccessful, he shall observe the following procedure in presenting his grievance and may be represented or accompanied by another person.

Unless a department head or other principal mentioned in the subsequent steps of the grievance procedure is the immediate supervisor, he may not consider an employee's complaint or grievance until the requirements of the earlier steps of the grievance procedure have been observed.

A complaint shall first be taken up by the aggrieved employee with his immediate supervisor. The supervisor shall make his decision within five (5) working days.

If these parties fail to reach a mutually satisfactory solution of the problem, the employee may next present his case to the appropriate department head who shall make his decision on the matter within five (5) working days.

If, at the conclusion of the second step, a satisfactory settlement has not been reached between the employee and his employing officials, the grievance shall be reduced to writing on forms approved by the Director and submitted to him within fifteen (15) working days.

The Director shall, within fifteen (15) working days arrange to meet with the aggrieved employee and/or his representative and with the department head in an effort to reach a satisfactory settlement of the grievance. A written record of such settlement shall be distributed to all interested parties.

If the employee is not satisfied with the decision of the Director, he may, within fifteen (15) working days make a formal written request to the Committee asking for a review of his grievance before such hearing officer or officers as the Committee shall designate.

QUESTIONS AND INQUIRIES. Classified employees may consult with the Office of the Director concerning matters of classification, compensation, conditions of employment, interpretation of these Rules, or concerning other personnel matters and problems. Such questions and inquiries are not to be construed as grievances and may be made without reference to the grievance procedure above.

Big Bend Community College
Civil Service Job Descriptions

SWITCHBOARD - CLERICAL

Operates a multiple-position telephone switchboard. Duties involve handling incoming, outgoing, and intraplant or office calls. May record toll calls and take messages. May give information to persons who call in. Types and performs routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

CASHIER - RECEPTIONIST

Perform duties as required to receipt all incoming monies; separates receipts into appropriate funds; prepares daily deposits; provides manager of central budget with detailed resume of each day's activities for journal entry. Acts as receptionist for the college. Other duties of a general office nature may be assigned as necessary.

ADULT - VOCATIONAL SECRETARY

Performs secretarial and clerical duties under supervision of Director of Occupational Education and Evening School. Responsible for: answering and making phone calls; keeping files and appointment calendar; handling personal and important or confidential mail; writing correspondence for Nursing Program, MDTA and Area Vocational School Supervisors; maintain follow-up files; operation of office machines; assembling evening class schedules; preparing schedules for distribution.

MANAGER OF CENTRAL BUDGET

Supervisory position; handles accounts receivable; preparation of budget; compiling, summarizing and evaluating work study reports; handles all bookkeeping functions for college funds; assigns budgetary account numbers and checks budget reports with control records; maintains detailed records on budget changes and the preparation of budget change forms for Central Budget Agency; preparation of biennial budget request and internal biennial operations and capital outlay budgets; supervises work of cashier; maintains control on college bank accounts and investment funds; bookkeeping and reporting to Central Budget Agency.

MANAGER OF PROCUREMENT AND PAYROLL

Supervisory position; supervision of the payroll function, federal and state reporting, and the retirement and insurance systems of the college; maintenance of records on non-certificated personnel; supervision over procurement of supplies, materials and equipment; supervision of stockroom and maintenance of stock level controls; responsible for accounts payable function; supervises work of accountant.

ACCOUNTANT

Assembling material for prior approval reports and on Vocational Education Programs; compile data for financial reporting of the MDTA Program; computations on materials assembled; examines incoming invoices for errors, comparing with other records. Seeing that amount received equals amount ordered, checks for accuracy in computation and sees that proper discounts or credits have been allowed, matches to proper documents and sends to accounts payable in Olympia for payment. When checks are received, check for accuracy and mail to vendors. Keep file of invoices and related records.

BOOKSTORE MANAGER

This is responsible work in the evaluating, ordering, warehousing and issuing of supplies, materials and equipment for the bookstore of the college. Involves responsibility for all facets of the operation of the store including supervision of store clerks, maintenance of inventory controls, product specification writing and stock item, level and quality control.

ASSISTANT REGISTRAR

Supervise the receipt and acknowledgment of all applications and inquiries regarding admission and registration. Responsible for the organization and completion of registration. Maintain student record files. Answer correspondence relative to admission and student records. Assist in all other duties of the Registrar. Train

INSTRUCTIONAL PERSONNEL SECRETARY

The Instructional Personnel Secretary will assist the Dean of Faculty (Director of Liberal Arts Education for 1967-68) in the carrying out of his responsibilities. The secretary will perform the following duties: maintain records of instructional personnel, both full-time and part-time contract agreements, teaching assignments, accrued sick leave benefits, retirement records, transcripts, credentials; maintain records relating to the curricula of the college; assist in developing class schedules and room assignments; serve as secretary to the instructional council; expedite communication between the Director of Liberal Arts Education, Director of Occupational Education and faculty; offer secretarial service to the faculty for college business; maintain communications with payroll department with respect to starting dates, salary and travel pay allocated; assist in preparation of required state reports; maintain records relating to instructional budgets; assist the Dean in carrying out his responsibilities relating to branch campuses. Notary public.

SECRETARY TO THE PRESIDENT

Performs secretarial and clerical duties for the president. Duties include making appointments; acting as receptionist for President and Dean of Faculty; answering and making phone calls for President and Dean of Faculty; handling personal and important or confidential mail and writing routine correspondence on own initiative; taking dictation in shorthand (or transcribing machine) and transcribing; maintains files for President. Acts as recording secretary to the Board of Trustees of the college. Acts as recording secretary to the Administrative Council and the President's Advisory Committee. The President's secretary, as an exempt position, does not remove the person from eligibility for sick leave, annual leave and other employee benefits. It also carries employment protection at the convenience of the college, that is should a new president come and should he desire to employ his own secretary, the person holding this position would be given first consideration for any other position for which she is qualified.

LIBRARY CLERK I

Is responsible to the professional librarian in charge; must possess some outstanding educational achievements or some outstanding subject matter mastery. Supervises work of Clerk II. Directs processes involved in the physical preparation of books for the shelves. Catalogs those titles for which pre-cataloging is available. Plans and supervises bulletin board and case displays; teaches students to use and interpret indexes available in the library; assists head librarian in purchasing learning materials; supervises clerical routines associated with circulation.

LIBRARY CLERK II

Work is primarily routine and clerical in nature. Assistant to Clerk I and/or librarian in charge. Must possess skills in typing. Must be able to implement library student rapport. Usually these students are academically talented. Sorts each day's mail; opens letters and stamps and checks each periodical as received in visual file. Must maintain at all times a positive attitude toward all who come to the circulation desk with requests and complaints.

GUSTODIANS

Performs routine janitorial duties -- classrooms, halls, offices and grounds. May include minor servicing of equipment and of heating and cooling systems. Responsible to Campus Engineer for specific assignments.

MAINTENANCE

Position carries responsibility for maintenance of mechanical and physical systems; heating, plumbing, boiler, electrical, etc. Duties may require emergency call status. Under direct supervision of Campus Engineer. Other duties may be assigned as necessary by Engineer.

CAMPUS ENGINEER

This is responsible supervisory work in directing custodial and related building and service activities on the college campus. Work involves the supervision of custodial workers, watchmen and student employees engaged in janitorial and related activities. Work is performed in accordance with generally established procedures; the employee is responsible for making work decisions independently and for assigning and distributing work with little direct supervision being received. Inspects buildings and reviews the work of subordinates engaged in custodial and related activities; advises administration of need for building repair and maintenance activities; interviews and recommends appointment of custodial employees; establishes work schedules; requisitions, receives, maintains and distributes material and supplies for janitorial and related work.

NOTE: All of the above job descriptions are general in nature and specific duties are subject to change by Employing Official; other duties may be assigned as necessary.