

# Moorpark College

## 2010-11 PROGRAM PLAN

### HUMAN RESOURCES REQUESTS - CLASSIFIED

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Est. Cost	Comments
<b>ACCESS</b>							
		Full-time test proctor	ACCESS	To handle the ever-increasing number of tests.		\$60,000 including benefits.	ILT/ Learning Resources (250) \$45,300-59,196
<b>America's Teaching Zoo</b>							
		Clerical Assistant	EATM/ATZ	Due to budget short falls and Division reorganizations the 20 hour per week clerical assistant position was moved out of EATM/ATZ. This resulted in zoo operations staff absorbing the tasks of show booking, Jr. Safari registration, and other clerical duties, thereby diminishing student contact time by 20 hours a week.		\$35,000	Clerical Assistant II (200) \$34,548-45,300
<b>Ast/Engr/PhSc/Phys</b>							
		Observatory technician (<50%)	AST/ENGR/PHYS	Assist faculty in the maintenance of the observatory equipment and facilities.	G2	\$30,000	Observatory Technician. Classification does not exist. Suggested: ILT II/ Electronics (270) \$50-436-65,892
<b>Biological Sciences</b>							
		Instructional Lab tech	Biology/ Biotechnology	Two reasons for this request: 1st) With the new life science building, our current group of technicians will be split over two buildings rather than centered in one. 2nd) For the past 3 years, Biology has been limited to 5 sections of Microbiology whereas there is student demand for 8 or more sections--the limitation has been a an additional technician to assist in preparation of cultures/reagents for the course.			ILT II/ Biology (260) \$47,772-62,460

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<b>CalWorks</b>							
		Clerical Support	CalWORKs	A clerical support person is needed to work on data reporting, assting the coordinator with maintaining records, and intake process as students needs are being addressed.		\$50,000	Clerical Assistant II (200) \$34,548-45,300
<b>Career/Transfer Center</b>							
		Student Services Assistant I	Career/Transfer Center	Support the 3 Career Transfer Center programs (Career, Tranfer, Cooperative Work Expeirence) and not rely on student workers.		60000	Student Services Assistant II (210) \$36,456-47,772
<b>Chemistry</b>							
		Instructional Laboratory Technician II	Chemistry & Earth Sciences/Natural Sciences	One full laboratory technician should be shared between Environmental Science, Geology, and Geography. This will allow for our second laboratory technician to be 100% Chemistry, where most of her work is already located. (completed summer 2010 for chemistry)		70000	ILT II/ Chemistry (260) \$47,772-62,460
<b>Computer Information Systems</b>							
		Lab Technician	CIS	Reinstatement of a Lab Technician to supprt the technology needs of the Technology Building as well as to support CIS students with their lab needs.	G2		ILT/ CIS. Classification no longer exists.
<b>Counseling</b>							
		Clerical Assistant	Counseling	Several hundred phone calls and walk in questions are rec'd each week. Counselors are split in two locations.Several thousand transcripts need to be filed and copied each year. We currently have 1 clerical support.	G1		Clerical Assistant II (200) \$34,548-45,300
<b>Custodial</b>							
		Lead Custodian	M&O	Required for level 2 appearnace with building area in one year		\$67,160	Lead Custodian (220) \$38,520-50,436
		Custodian	M&O	Required for level 2 appearnace with building area in one year		\$53,952	Custodian (205) \$35,520-46,548

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<b>Dance</b>							
		production, lighting design, costume design/builder	Dance	The PAC is understaffed and at times unable to meet the rigors of the program's technical needs. The Provisional would ensure the quality of the dance program production courses. IN SUPPORT OF PAC REQUEST			Production, Lighting Design, Costume Builder. Classification does not exist. Duplicate with Theater Arts?
<b>Distance Education</b>							
		Instructional Technology Assistant	Extended Learning Program	Instructional Technology Assistant assigned to assist distance education students with online course issues (log in, browser checks, contact inginstructors,upload/download assignments, etc.) Run reports on CI Solutions and LMS (Learning Management System), as well as other student instructional applications.	G1		Instructional Technology Support Assistant (250) \$45,300-59,556
<b>Economics</b>							
		Clerical Assistant	Social and Behavioral Sciences	Need full-time clerical staff person in support of Administrative Assistant for smooth operation of division and to meet student and faculty needs.			Clerical Assistant II (200) \$34,548-45,300
<b>Environmental Science</b>							
		Instructional Laboratory Technician II	Earth Sciences	One full laboratory technician should be shared between Environmental Science, Geology, and Geography.		\$70,000	ILT II/ Phys-Earth Sciences (260) \$47,772-62,460
<b>Facilities</b>							
		Assistant Director of Facilities, Maintenance & Operations	F, M & O	Volume of work is well in excess of what one person can accomplish in a timeframe that is acceptable to constituents. Adding an assistant could significantly reduce the "bin time" of a project.		\$125,000	Assistant Director, F, M & O. Classification does not exist.

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<b>Graphics/Multimedia</b>							
		Instructional Lab technician	Digital and Media Arts	Lab Tech needed to manage the four computer labs in the COM building, to be able to support the faculty by helping students with their assignments, organizing student exhibitions, and interfacing with the campus IT to maintain the facilities.			Instructional Lab Technician/ Graphics. Classification does not exist. Suggested: ILT/ Electronics (270)? \$50,436-65,892
<b>Grounds</b>							
		Grounds Maintenance worker	M&O	due to increased buildings and grounds		\$55,000	Grounds Maintenance Worker (210) \$36,456-47,772
		Grounds Maintenance worker	M&O	re-staff to appropriate staff level (pre-cutback level) The U.S Department of Education - Nation Center for Educational Statistics recommends to meet a high standard of grounds maintenance there needs to be 1 grounds person for every 15 acres. We maintain 160 acres so adequate staffing for Moorpark college is 10.6 grounds person.		\$55,000	Grounds Maintenance Worker (210) \$36,456-47,772
		Athletic Specialist	M&O	to maintain golf center		\$61,000	Athletic Specialist (225) \$39,552-51,780
<b>History</b>							
		Full-time clerical staff person	Social and Behavioral Science	To support the Administrative Assistant to provide smooth operation of the growing division and to meet the needs of a growing student body.			Clerical Assistant II (200) \$34,548-45,300
<b>Maintenance</b>							
		HVAC-Technician II	M&O	The addition of two new buildings and the completion of three new buildings in the future , compounded by the increasing complexity of the of the HVAC systems and controls mandates this position, new regulatory requirements related to energy efficiency makes efficient, timely maintenance of the equipment with the highest level of energy consumption a must		\$67,600	HVAC&R Technician II. Suggested: HVAC&R Technician (260) \$47,772-62,460

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<b>Music</b>							
		Music Librarian / Clerical Assistant	Music	(to maintain music sheets and resources, in addition to clerical duties)			Clerical Assistant II (200) \$34,548-45,300
<b>Nursing</b>							
		Full-time Administrative Assistant I	Health Sciences/ Sciences	Life	The volume of work and multiple deadlines within the Health Sciences Department necessitates the need for a full-time Administrative Assistant I		Clerical Assistant II (200) \$34,548-45,300
		Full-time Instructional Assistant RN - Skills Lab RN	Health Sciences/ Sciences	Life	A full-time Skills Lab RN is needed to coordinate and address the remediation needs of the students to maintain and increase our retention rate. Also needed to set-up, maintain, and assist with clinical simulations that have increased for each course.	\$45,000	ILT II/ Nursing (260) \$47,772-62-460
<b>Operations</b>							
		Custodian	M&O		Required level 2 appreance with current	\$46,320	Custodian (205) \$35,520-46,548
		Warehouse Operator	M&O		Required for current level of activity. Need for increased	\$62,000	Warehouse Operator I (230) \$40,632-53,160
<b>Outreach &amp; Admissions</b>							
		Outreach & Admissions Clerical Support	Enrollment Services		This office is currently without any support staff to support the Matriculation and Outreach Specialists; as well as the CalWorks and International Student programs. Student workers do not sufficiently meet the needs of our office.		Clerical Assistant II (200) \$34,548-45,300

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<b>Performing Arts Center</b>							
		Theater/Shop Technician (100%)	Perf Arts	This staff member will provide services to all Performing Arts disciplines, as well as general campus events, and outside organizations that may utilize the PAC. Duties of this technician will include: regular maintenance and repair of PAC equipment (protecting MC's financial investment), assisting in various technical capacities, for example, scenic carpentry, hang and focus of lighting instruments, audio reinforcement & sound design, set-up and break-down of the acoustic shell (used by Music), and stage managing Music Concerts. Duties would also include the supervision of Theatre Arts tech students. 20% more tech students (who serve all Performing Arts disciplines & other campus events) could be mentored and supervised, resulting in a greater output of work in safer conditions and a better instructional program for Theatre Arts.			Theater Technician (250) \$45,300-59,196
<b>Registration &amp; Records</b>							
		Student Service Specialist (Level 250)	Reg & Rec	To support technical needs including MIS error correction, CAPP (or DegreeWorks), CCCApply, Etran. Website maintenance. Evaluation of additional degree applications resulting from SB 1440. Evaluation of external transcripts required for degree and certificate completion.		\$50,000	Student Services Specialist (250) \$45,300-59,196
<b>Teaching and Learning Center</b>							
		Learning Resource Supervisor	Library & TLC	Coordinates & supervises daily operations of LLR including media resources for learning, instructional materials for the Teaching and Learning Center, student-worker and student hourly tracking system; plans/coordinates and directs work flow of classified staff; administers budget; maintains inventory. See Planning A.1 and Opportunities 5		\$70,000	Learning Resources Supervisor (280) \$53,160-69,540. In addition to the Library's Learning Resources Supervisor?

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Theatre Arts

Costuming/Makeup Specialist Perf Arts

Theatre Arts Supports the PAC's request for a full-time Costuming/Makeup Specialist

Costuming/Makeup Specialist. Classification does not exist. Duplicate with Dance?