

Fiscal Planning Committee

2012/13 Classified Position Requests

ID#	Resource Type	Unit Name	Resource Name	Resource Description	OppName	Opportunity this will address	Replacement Item	Initial Request Date	Cost Estimate	Funding Source	Resource Priority
1	HR - Classified	Program Plan - ACCESS	Alt Media Specialist*		Alt Media Area Improvement	Alt Media area needs to be increased in size and needs to be in a new location, further from the Testing Center. In addition, ACCESS needs an alt media specialist to head the center instead of an instructional aide.		03/15/2011	\$90,000.00		High
2	HR - Classified	Program Plan - ACCESS	Test Proctor*		Testing Center	Our campus needs to establish a campus testing center (or provide general fund support to hire more staff) to handle ever increasing needs. We currently do not have an official test proctor, and need the campus's assistance to get one.		03/15/2011	\$90,000.00		High
3	HR - Classified	Program Plan - Biology	Return technicians to a 12 month schedule ILT (2)	Technicians in the Life Sciences have been reduced to a 10 month salary schedule. This has resulted in the Life Sciences having to limit its course offerings, particularly over summer. Technicians should be returned to a 12 month schedule. This will allow	Review and evaluate course offerings	The Biology program has been cut back on course offerings. This requires reevaluation of the schedule.	No	10/01/2012	\$25,000.00		High
4	HR - Classified	Program Plan - Chemistry	Return technicians to a 12 month schedule ILT (2)	Technicians in the Life Sciences have been reduced to a 10 month salary schedule. This has resulted in the Life Sciences having to limit its course offerings, particularly over summer. Technicians should be returned to a 12 month schedule. This will allow	Review and evaluate course offerings	The Biology program has been cut back on course offerings. This requires reevaluation of the schedule.	No	10/01/2012	\$25,000.00		High
5	HR - Classified	Program Plan - Counseling	FT Classified Clerical Position	There is inadequate clerical coverage for meeting student needs, including answering phone calls, filing transcripts and pulling student records for counseling appointments.	Human Resources	Additional Classified Staff is needed to provide adequate service to students. Although the need has been recognized by the greater campus community, we still have just one student services assistant to provide all clerical duties to the counseling depart		03/15/2012	\$60,000.00		High
6	HR - Classified	Program Plan - Custodial Svcs	Custodian	Required for level 2 appearance with building area in one year	Staff Training	Improve training to improve in areas such as work requirements and work related injuries	No	03/15/2011	\$53,952.00		High
7	HR - Classified	Program Plan - Custodial Svcs	Lead Custodian	Required for level 2 appearance with building area in one year	Staff Training	Improve training to improve in areas such as work requirements and work related injuries	No	03/15/2011	\$67,160.00		High
8	HR - Classified	Program Plan - Engineering	Department Technician (10% of fulltime position)	Replace retiring technician who is currently shared by the engineering program.	Staffing	Hire additional engineering faculty with the goal of offering the entire program during the day.	Yes	03/15/2012			High
9	HR - Classified	Program Plan - EOPS/CARE	Student Services Assistant	Clerical assistance to assure program implimentation and provide front line stability program needs for efficiency and effectivness	Improve efficiency and effectivness	Improve efficiency and effectiveness of staff and Counseling support	Yes	03/15/2011	\$70,000.00	Categorical/EO PS	High
10	HR - Classified	Program Plan - History	IT support staff	Additional IT support in order to assist faculty needs not being met by an extremely small staff serving entire faculty.	Academic excellence	Embody the program's unwavering commitment to excellence both inside the classroom and through scholarship in the discipline.	No	03/15/2011			High
11	HR - Classified	Program Plan - Information Technology	Information Technology Support Specialist III	There has been an increase in technology that needs support campus wide, without an increase in staff. The added complexity of the environment with almost 500 virtual devices deployed requires a higher level technician to support.	Staffing Levels & Training needs	Need additional staff and training to provide appropriate service levels for a campus of this size.		03/15/2012	\$70,000.00		High
12	HR - Classified	Program Plan - Institutional Research	Database Specialist*	New position; This campus needs a person that understands how to program and maintain databases, primarily Access. This person would then help pull data from outside systems such as CI Solutions, Banner, CurricUNET, to run various reports, including excep	Data Integrity	Improve Banner Data Integrity -- various areas within Banner have data elements that are in need of clean-up. Data was entered based on old definitions, old TOPs, missing CIPCs, old Program Codes, etc.	No	10/10/2012	\$75,000.00		High
13	HR - Classified	Program Plan - Institutional Research	Aministrative Assistant	Accreditation standards require the campus to maintain detailed evidence of planning activities, dialog, and general processes taking place on campus; this work is currently being done by the Coordinator of Institutional Research, taking time away from ca	Organization of Accreditation Evidence	Organize emails, paper evidence, electronic evidence for Mid-Term Report and Self-Study	No	03/15/2012	\$65,000.00		High
14	HR - Classified	Program Plan - Maintenance Services	Electrician	Improve response time to electrical work requests	Staffing	Maintain appropriate staffing levels to serve a campus of this size	No	03/15/2012			High

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15	HR - Classified	Program Plan - Financial Aid	Financial aid specialist		In-reach Activities/Special Populations	In reach activities on campus that involve providing more access and information to special populations such as foster youth and veterans.	Yes		\$75,000.00	general funds	High
16	HR - Classified	Program Plan - Performing Arts Ctr	Costume/Makeup Specialist (full-time)*	This staff member will design costumes and makeup for Theatre Arts, Dance, and Musical Theatre, maintain the order in the two PAC costume storage areas, and the order and equipment in the Costume Shop, as well as work with Costume students. This request	Costume Management	The costuming area of the PAC is understaffed, in need of regular management, and in need of supply and stock regulation and accountability.		03/15/2010	\$40,000.00		High
17	HR - Classified	Program Plan - Reg & Records	Student Service Specialist	to support change in transcript evaluation process as recommended by Degree Works implementation -- Level 250 (\$45,300 - 62,400)	Program Administrative Needs	Respond to the needs of the needs of our students by updating/improving internal processes, locations, staffing levels.	No	03/15/2011	\$45,300.00		Medium
18	HR - Classified	Program Plan - Facilities Svcs	Assistant Director of Facilities*	Position would directly assist in planning and execution of Capital and Scheduled Maintenance projects	Staffing	Maintain appropriate staffing levels to best serve a college of this size.	No	10/01/2007	\$100,000.00	General Funds	Low
19	HR - Classified	Program Plan - America's Teaching Zoo	Clerical Assistant	Due to budget short falls and Division reorganizations the 1/2 time 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	Staffing	1) Rehire 30hr/week Zoo Operations Assistant to meet safety and animal care needs. 2) Rehire a clerical assistant to free up zoo staff from routine office work to allow for more student contact hours.	Yes	03/15/2012	\$60,000.00		
20	HR - Classified	Program Plan - Astronomy/Physics/Physical Science	Laboratory technician (100%) ILT		Staffing	Maintaining appropriate staffing levels within the program		03/15/2012	\$60,000.00		
21	HR - Classified	Program Plan - Astronomy/Physics/Physical Science	Observatory Technician (<50%) ILT		Staffing	Maintaining appropriate staffing levels within the program		03/15/2011	\$25,000.00		
22	HR - Classified	Program Plan - CalWorks	Student Services Assistant II (50%)	40% position has been assigned for 12-13	Staffing	Program in need of consistent staffing to assist students		03/15/2011			
23	HR - Classified	Program Plan - Financial Aid	FA Specialist		Operational Efficiency	Update office operations as the need arises.			\$75,000.00		
24	HR - Classified	Program Plan - Graphics/MM	Instructional Lab technician ILT	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, supervising student workers, and interfacing with the campus IT to maintain	Staffing	Increase staff/support for student labs	No	03/15/2012			
25	HR - Classified	Program Plan - Outreach & Admissions	Clerical Assistant	Without any clerical support in our office it is currently impossible to keep up with the program needs.	IS ADM - Improve International Student Web Page information	Currently our I.S. web presence is not up to date. Information needs to be updated, and new forms uploaded.	No	10/10/2012			
26	HR - Classified	Program Plan - Outreach & Admissions	Clerical Assistant	Without any clerical support in our office it has become impossible to offer any extra activities to students as indicated - currently the specialist is doing her own clerical work in addition to regular specialist duties and other things have had to stop	IS ADM Improve Cultural interaction between International and U.S. students	Try to find time to develop activities that bring international students together, as well as increase their interaction with our resident students, to promote cultural awareness and understanding and enhance the Int'l students experience in the U.S.		10/09/2012			

\*NOT CURRENT CLASSIFICATION