

Classified Hiring
2013/14

ID #	Unit Name	Category	Position Title	Action/Resource Needed	Opportunity Desc	RATIONALE	Action Last Modified Date	Target Semester	Notes (optional)	Short/Long Term Plan?	Priority	Replace Item?	Advisory Group Rec?	Aggregate Cost	Funding Source	Original Request Year
1	Program Plan - ACCESS	2-Classified Request	Alt Media Area Improvement CLASSIFICATION NAME?	Alt Media Specialist	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.	Work load is increasing as well as technical requirements; need Alt Media Specialist instead of Instructional Aide.	08/30/2013	Fall 2014		Short Term (1 to 3 yrs)	High	Yes	Yes	\$70,000	General Fund	pre-2011
2	Program Plan - ACCESS	2-Classified Request	Increase Classified Staff	40% classified DSPS Technician	We still struggle with trying to serve a growing population with a severely reduced staff. Staff reductions and cross duties have increased anxiety and stress levels. Students still facing at least a month-long wait to enter program to receive services. Restored funding may assist in this area.	Needed to streamline and consolidate services to serve the growing ACCESS student population adequately.	09/06/2013	spring 2014		This Year	High	No	No		Categorical	2012-13

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3	Program Plan - ACCESS	2-Classified Request	Testing Center - CLERICAL ASST?	Part-time staff member to assist with the growth of the population being served in the testing center: 4,146 exams proctored in 2012/2013.	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; we also need additional help for managing the increasing number of students using our center.	Volume too stressful for one person to handle effectively.	09/04/2013	Fall 2013		This Year	High	No	Yes	\$25,000	Categorical	
4	Program Plan - ACCESS	2-Classified Request	Testing Center	Test Proctor - NO CLASSIFICATION EXISTS	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; we also need additional help for managing the increasing number of students using our center.	A specifically trained person is needed to administered tests	09/04/2013	spring 2014		This Year	High	No	No	\$60,000	Categorical	pre-2011

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5	Program Plan - America's Teaching Zoo	2-Classified Request	Clerical Assistant	Clerical Assistant to help with daily reports and activities.	Increased staff will assist with maintaining the safety of the zoo environment for staff, students, and animals	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, thereby diminishing student contact time.	09/11/2013			Long Term (4+ yrs)		Yes		\$60,000		2011-12
6	Program Plan - America's Teaching Zoo	2-Classified Request	Instructional Lab Tech - 12 mo.	Restore Instructional Lab tech to 12 months	Increased staff will assist with maintaining the safety of the zoo environment for staff, students, and animals	The one Instructional Lab Technician serves all of the exotic animal and training labs. Ideally, Lab techs are scheduled off-contract when classes are not in session but that is not the case for EATM since classes are 12 months nonstop. The student/staff hours are 6:30 am to 5 pm (Monday-Sunday). For holidays, both students and staff continue to feed and care for the animals with reduced hours (8-11 am to 3-5 pm). After careful review and consideration, it has been determined that the reduced month for this position is not sufficient to meet the program needs related to instructional and safety issues.	09/11/2013	Spring 2014		This Year	High					

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7	Program Plan - Anthropology	2-Classified Request	Inst. Laboratory Tech - 12 months - DOES ANTRHO HAVE ILT'S? WHY IS THIS REQUEST IN THEIR PLAN?	the laboratory technicians need to be put back on 12-month schedules, instead of the recently adopted 10-month schedule.	It is essential for the Anthropology Program that the laboratory technicians be restored to 12 months. The furlough enforces a restriction on lab tech availability to professors which has detrimental impacts on student learning. In certain situations instructors must complete the lab before they are able to provide adequate instruction to students. Our program requires a flexible support staff schedule that is not restricted by needless artificial constraints of this kind.	The lab instructors are unable to facilitate adequate preparation for their classes without the help of a lab tech who is employed year-round.	09/11/2013	Spring, 2014		This Year	High	Yes	No		General Fund	2013-14
8	Program Plan - Astronomy/Physics/Physical Science	2-Classified Request	ILT - Physics - 12 mo.	The Lab Technician II for Physics has been overburdened with the above listed Departments.	We need a technician to help maintain the astronomy equipment and also service the Environmental science and geography/geology departments.	Not able to fully use the Lab Tech II for Physics projects, so we need a separate Lab Tech serving those departments. There is enough work in Physics, Physical Science, and Engineering for the current Lab Tech II, which means there are tasks he is unable to complete due to workload.	09/24/2013	Spring 2014		This Year	High	No	No	unknown	General Fund	2012-13

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9	Program Plan - Biology	2-Classified Request	ILT - Biology 12 mo.	Return technicians to a 12 month schedule	High demand for Biology courses. This requires reevaluation/expansion of the schedule.	Maintain curriculum rigor and safety with restoration of Lab Techs to 12 months. Technicians in the Life Sciences have been reduced to a 10 month salary schedule. This has resulted in highly negative impacts upon: Campus safety, student learning, potential for growth, diversity of course offering and student access, maintenance of equipment and efficient use of supplies.	09/13/2013	Request resource Fall 2013 for implementation in Spring 2014		Long Term (4+ yrs)	High			\$30,000	General Fund	
10	Program Plan - CalWorks	2-Classified Request	Student Retention - CLASSIFICATION?	In order for CW students to meet their county program goals, an increase of hours from 40% to 75% for the Program Specialist is needed in order to meet county's requirement due to the implementation of SB 1041 effective January 2013.	Increase the retention rate between semesters of students, although eligibility is determined by the County not the College.	Since implementation of SB 1041, the requirements have changed for the student. Students now have a limited time to find work and there is insufficient time for the CalWORKs job placement person to assist with this. . Since passage of proposition 30 this is an on going task., we are looking for more growth in our student population.	09/13/2013	fall 2014		Short Term (1 to 3 yrs)	High	No	No	\$26,000	Program Specific Funds	2012-13
11	Program Plan - Career & Transfer Center	2-Classified Request	Student Services Assistant I	Hire Student Services Assistant I to manage the Atrium of FH	Centralize student services in Fountain Hall Need to collaborate with counseling to determine best staffing model to serve students on career and transfer with two delivery points.	Students will need guidance in navigating the services available	09/12/2013	spring 2014		This Year	High			\$50,000	General Fund	

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12	Program Plan - Career & Transfer Center	2-Classified Request	Counselor Assistant	Counselor Assistant to assist with increased events and activities of CTC associated with recent legislation. Special initiatives such as the Student Success Initiative and Associate Degrees for Transfer ADT have increased demands in CTC for early career/major exploration and educational planning for certificates, degrees and transfer. Increase in faculty collaboration with CTC has increased demand for classroom connections, such as presentations. Will be of	Develop sustainable model for serving students through increased alternate delivery methods; classroom presentations, drop in availability, appointments, cybercounseling, events, workshops, targeted communication through cohorts, and increased faculty collaboration on degree and transfer preparation	Workload has significantly changed due to recent legislation on student success, college and career readiness, and transfer. As the #1 CCC in ADTs, additional resources needed to collaborate with transfer institutions and faculty for a successful transition to transfer and to work with students earlier in their academic career to declare of program of study. Staffing in CTC currently inadequate to meet these new demands. (large volume of events, workshops, drop in times, classroom connections, appointments, university activities, TAGs, ADTs and to work with faculty to develop more major specific resources. Lack resources to analyze transfer success/failures and work with demands of special initiatives for transfer .	09/12/2013	Fall 2014		Short Term (1 to 3 yrs)	High	No	Yes	\$80,000	General Fund	2013-14

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13	Program Plan - Child Development*	2-Classified Request	CDC Assoc. 100% - 10 mo.	Hire / Replace a CD Associate 10 month 100 % to work the afternoon classroom in order to meet the requirements of COR standards.	Due to Budget Cuts, layoffs, personnel retiring and resigning, the CD Lab School CD Associates, CD Assistants, Office Assistant and Director have had to reduce the months worked and/or percentage of hours worked. Staff changes are necessary in order to keep the high quality of the Accredited program and the integrity of the lab school experience.	Over the last few years, budget cuts reduced the number of CD Associates in the CD Lab school. The current CD Lab school staff now runs both the morning program and the afternoon program, fully supporting the Academic Department Practicum and Observation Students. Many students are only able to complete these courses in the afternoon hours. The morning staff must take on the extra responsibility to run the afternoon program in order to meet the requirements of the COR Standards.	09/20/2013			Short Term (1 to 3 yrs)	Medium			\$50,000	General Fund	

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14	Program Plan - Child Development *	2-Classified Request	CDC Assoc. CDC Asst. - HOW MANY POSITIONS?	Increase CD Assistant and CD Associates back to 10 month contracts	Due to Budget Cuts, layoffs, personnel retiring and resigning, the CD Lab School CD Associates, CD Assistants, Office Assistant and Director have had to reduce the months worked and/or percentage of hours worked. Staff changes are necessary in order to keep the high quality of the Accredited program and the integrity of the lab school experience.	The CD Assistants and CD Associates had to take a month pay cut in order to survive the budget cut crisis. In doing so, the teachers have been unable to utilize any of their vacation time without impacting the integrity and quality of the CD Lab school experience.	09/20/2013			Long Term (4+ yrs)	Medium				Program Specific Funds	

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15	Program Plan - Child Development *	2-Classified Request	CDC Director 11 mo.	Increase Director of the CD Lab School to an 11 month contract.	Due to Budget Cuts, layoffs, personnel retiring and resigning, the CD Lab School CD Associates, CD Assistants, Office Assistant and Director have had to reduce the months worked and/or percentage of hours worked. Staff changes are necessary in order to keep the high quality of the Accredited program and the integrity of the lab school experience.	CDC Director needs to be an 11 month employee. The month of June, in an extremely important month for the CD Lab School. For the last two years, the CDC has run a summer program generating over \$10,000. In addition, over 20% of the Fall enrollment happens at the CDC in the month of June. The director needs to be onsite in order to tour new families, run the summer program, complete upcoming requisitions, student worker packets, fall P.O.'s and paperwork, re-accreditation annual reports, and other work to prepare for the upcoming year. Working a 10 month contract does not allow for the director to be on site in the month of June and it will significantly hurt the CDC.	09/20/2013	Spring 2014		This Year	High			\$6300.00	Program Specific Funds	

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16	Program Plan - Child Development *	2-Classified Request	CDC Asst 70%	Increase the hours of the 40% CD Assistant to a 70% CD Assistant teacher	Due to Budget Cuts, layoffs, personnel retiring and resigning, the CD Lab School CD Associates, CD Assistants, Office Assistant and Director have had to reduce the months worked and/or percentage of hours worked. Staff changes are necessary in order to keep the high quality of the Accredited program and the integrity of the lab school experience.	A 40% CD Assistant is only able to work a partial week schedule. Children, Students and Co-Workers need consistent caregivers, mentors and co-workers. 16 hours per week does not allow the CD Assistant to be effective in the classroom as a co-teacher and significantly impacts the ability to complete required documentation to maintain accreditation.	09/20/2013			This Year	High			\$15,000	Program Specific Funds	

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17	Program Plan - Child Development *	2-Classified Request	CDC Assoc.	Hire CD Associates to work in the classroom. HOW MANY?	Reduction of classrooms in the CD Lab and loss of CA Early Childhood Mentor Program have resulted in an overload of observation and student teaching students (CD and EDU) in the CD Lab. This undermines the integrity of the practicum experience as required by CORs. Additionally, specialty courses in the area of early childhood program administration have been cancelled multiple times despite faculty appeals for an extension of the enrollment period. These courses are		09/20/2013			Short Term (1 to 3 yrs)	Medium				General Fund	
*CDC IS AN AUXILIARY OPERATION WHICH IS SUPPORTED BY FEES ONLY. IF REVENUE (NON GF) SUPPORTS STAFFING NEED, REQUEST CAN BE CONSIDERED.																
18	Program Plan - Counseling	2-Classified Request	Student Services Assistant II	Hire a FT Student Services Assistant II	Increase the personnel and services available to assist students.	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 department.	08/07/2013	Fall 2014		This Year	High	Yes	No	65,000	General Fund	pre-2011
19	Program Plan - Counseling	2-Classified Request	Increase access for students	Hire a Transcript Interpreter	Increase the personnel and services available to assist students.	Essential to make DegreeWorks functional and able to meet Student Success Task Force Initiative	08/07/2013	fall 2104		This Year	High					

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20	Program Plan - Counseling	2-Classified Request	Student Services I	hire a Student Services I position to manage the FH atrium area	Students arriving in the remodeled FH First stop need to have an first stop person to go to for assistance.	Student will need this assistance	09/12/2013	spring 2013		This Year	High	No	No	\$50,000	General Fund	
21	Program Plan - Custodial Svcs	2-Classified Request	Custodians	Custodian - 2 needed	Improve training to improve in areas such as work requirements and work related injuries		12/06/2012		Required for level 2 appearance with building area in one year		High	No		\$53,952	General Fund	pre-2011
22	Program Plan - Custodial Svcs	2-Classified Request	Custodian - 60%	part time custodian to clean the Child development center kitchen area to meet the requirements set by the health department and community care licensing.	Maintain appropriate staffing levels to serve a campus of this size		12/06/2012	Spring 2014	To clean the kitchen due to CDC now using the kitchen on a daily basis and shortage of custodial staff for additional square footage and assignment.	This Year	High	No		Approximately \$20,000	General Fund	2013-14
23	Program Plan - EOPS/CARE	2-Classified Request	Clerical Assistant	Hire Clerical assistance for EOPS.	Improve efficiency and effectiveness of staff and Counseling support	There is no consistent clerical support and supervision for student workers in the EOPS office. Clerical assistance to assure program implementation and provide front line stability program needs for efficiency and effectiveness	12/06/2012	Fall 2013		This Year	High	Yes		\$65000	Categorical	2011-12
24	Program Plan - Facilities Svcs	2-Classified Request	Asst. Directory of Facilities - NO CLASSIFICATION EXISTS	Assistant Director of Facilities	Maintain appropriate staffing levels to best serve a college of this size.		12/06/2012		Position would directly assist in planning and execution of Capital and Scheduled Maintenance projects	This Year	Low	No		\$100,000		pre-2011

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25	Program Plan - Facilities Svcs	2-Classified Request	Electrician	Staffing increase in all areas.	Maintain appropriate staffing levels to best serve a college of this size. Add one electrician to current staff in Maintenance Department	Building are increased by 44% while staffing has decreased by 20% since 2001.	12/06/2012			Long Term (4+ yrs)	High			unknown	General Fund	2012-13
26	Program Plan - Graphics/MM	2-Classified Request	Instructional Lab Tech 1 - 12 mo.	Instructional Assistant/Technology (Level 220) Will support multiple programs: GR, MM, Photo and Journalism. 11-month employee	Increase staff/support for student labs	Our current IT staff are having a difficult time keeping up with the maintenance of these teaching computer labs. The computers are CRITICAL to the effectiveness of the course. Students must have immediate access to the computers and printers. We are cancelling classes due to computer malfunctions. This person would work an afternoon/evening shift, being available to troubleshoot issues as they arise. This person would serve as a software expert in the Adobe software used in these labs (currently we do not have a software expert in this programs). This person would be available to students during open lab hours, assisting with specific questions about the software and the assignments. Additionally, this person could provide update-training to faculty as needed, especially when software is upgraded. This person would physically be located in the COM building, but would be on-call for both the Journalism and the Photography labs when issues arise.	12/06/2012	Fall 2014		This Year	High			35,662	General Fund	2013-14

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27	Program Plan - Grounds Svcs	2-Classified Request	Grounds Maintenance Worker	Hire 1 grounds maintenance position in October 2013 to fill a vacant existing position.	Maintain appropriate staffing levels to serve a campus of this size.	Increase level of staffing to meet the standards provided by National Center for Educational Statistics (1 grounds person for ever 15 acres).	09/18/2013			Long Term (4+ yrs)	High	Yes		50,000	General Fund	2011-12
28	Program Plan - Grounds Svcs	2-Classified Request	Grounds Maintenance Worker - 60%	part time grounds worker for hauling trash totes to and from trash compactor 20 hours per week	Maintain appropriate staffing levels to serve a campus of this size.	With the addition of the new trash compactor the grounds staff and custodial staffs have to pick up all totes around campus and transport them to and from the compactor location. There are approximately 15 totes that need to be dumped ever day. This process takes several 3 workers 2-3 hours daily.	09/18/2013			This Year	High				General Fund	
29	Program Plan - Information Technology 1	2-Classified Request	Information Technology Support Specialist I	Information Technology Support Specialist I	Need additional staff and training to provide appropriate service levels for a campus of this size.	There has been an increase in technology that needs support campus wide, without an increase in staff. There are many requests that can be handled by a level I technician, a role that has been filled during the beginning of the school year by provisional employees. The need is ongoing, however.	09/16/2013				High	No		\$80,000		2013-14
30	Program Plan - Information Technology 1	2-Classified Request	Information Technology Support Specialist III	Information Technology Support Specialist III	Need additional staff and training to provide appropriate service levels for a campus of this size.	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.	09/16/2013				High			\$70,000	General Fund	2011-12
1 DISTRICT POSITION - NOT FROM COLLEGE RESOURCES																

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31	Program Plan - Institutional Research	2-Classified Request	Research Analyst	Hire a full-time Research Analyst	Hire full-time Research Analyst	To meet the needs of the increased demand for data-driven decisions and to support the new Student Success act requirements, another Research Analyst is needed. The addition of a second Research Analyst would allow greater support to programs and services by providing finer-grained data on a shorter, more frequent timeline than is currently possible. A second Research Analyst would also allow for more personalized, focused analysis to enable programs and services to meet internal and external goals.	11/14/2013	Spring 2014			High			\$100,000		
32	Program Plan - Kinesiology	2-Classified Request	Clerical Assistant	Provisional staff to assist with office coverage during Fall sports season (12 to 14 weeks)	Increase office support for Athletics and Kinesiology students and staff.	The amount of time devoted to fall sports coordination is increasing as accountability measure continue to increase. The office staff is required to coordinate details such as scheduling game officials, managing accounts payable, setting up time sheets/payments and equipment purchases, depositing cash, and processing hiring paperwork (I9s, etc.). This one-person office comes to a complete halt if she is ill, which can jeopardize team competitions.	09/20/2013	Fall 2014		This Year	High			\$20,000 (approx)	General Fund	2013-14
33	Program Plan - Maintenance Services	2-Classified Request	Electrician	Electrician	Maintain appropriate staffing levels to serve a campus of this size	Improve response time to electrical work and campus lighting requests	10/20/2013			Short Term (1 to 3 yrs)	High	No			General Fund	2012-13
34	Program Plan - Maintenance Services	2-Classified Request	Clerical Assistant	Office Staff	Maintain appropriate staffing levels to serve a campus of this size	Help with office functions. Help research purchases, order supplies and equipment for department. Track department licensing and spending. Help with scheduling of appointments.	10/20/2013			Short Term (1 to 3 yrs)	Medium	No				

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35	Program Plan - Nursing	2-Classified Request	Clerical Assistant	Need Office Assistant to assist with maintaining records, agency contracts, and other accreditation and state reporting requirements.	Continue to maintain state approval and national accreditation.	Workload in the office is too extensive for one person; specifically, ordering required safety supplies, elapsed contract dates, alumni and employer surveys, and behind in data entry needed for reporting.	09/12/2013	Fall 2014		Short Term (1 to 3 yrs)	High			75,000	General Fund	
36	Program Plan - Operations	2-Classified Request	Warehouse Assistant	Increase staff by adding 1 part-time Warehouse Assistant because of increased demand (new buildings)	Maintain appropriate staffing levels to serve a campus of this size	Necessary during peak business hours and when short staffed .Help to maintain timely deliveries and pickups for campus.	10/20/2013									
37	Program Plan - Operations	2-Classified Request	Warehouse Operator	Increase staff by adding 1 Warehouse Operator because of increased demand (new buildings)	Maintain appropriate staffing levels to serve a campus of this size	Necessary during peak business hours and when short staffed .Help to maintain timely deliveries and pickups for campus.	10/20/2013									
38	Program Plan - Operations	2-Classified Request	Clerical Assistant	Office personnel	Maintain appropriate staffing levels to serve a campus of this size	Help with office functions. Help research purchases, order supplies and equipment for department. Track department licensing and spending. Help with scheduling of appointments.	10/20/2013	Fall 2014		Short Term (1 to 3 yrs)	Medium					

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41	Program Plan Outreach & Admissions	2-Classified Request	IS ADM Improve Cultural interaction between International and U.S. students WHAT CLASSIFICATION?	Still a strong need for additional Classified Support for this entire program. Although we have student workers, the confidential and critical nature of files, reports, etc. falls mainly on the shoulders of the Matric Spec. There is also a strong need for someone to be a Designated School Official and be able to sign immigration documents when the Primary Designated School Official (Maureen) is not available. This has been an issue during a recent medical leave and at times such as	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.	Need to stay in compliance with Federal Immigration regulations.	12/06/2012	Fall 2013		This Year	High	No				
42	Program Plan Performing Arts Ctr	2-Classified Request	Costume Management - NO CLASSIFICATION EXISTS	A full-time Costume Faculty/Staff member	The costuming area of the PAC is understaffed, in need of regular management, and in need of supply and stock regulation and accountability.	Needed to see to costuming and makeup needs of the PAC productions, as well as to manage the costuming areas, resources, and stock. 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 is supported by Theatre, Dance, and Music departments.	08/27/2013	fall 2014		Short Term (1 to 3 yrs)	High	No	No	\$55,000	General Fund	pre-2011

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43	Program Plan - Performing Arts Ctr	2-Classified Request	Performing Arts Center Technician I	Hire a Performing Arts Center Technician I position.	We have insufficient technical staff to provide for the requested needs of our division and campus community.	We would like to consider hiring someone into this existing District position at 40%-60%. The addition of this position would help cover a lot of extra responsibilities that cause our Technical Director and Performing Arts Center Technician II to go into so much comp/overtime; and allow for stronger staff coverage of things such as weekend productions. This position could also take on responsibilities taken care of by our regular Provisional Worker position, allowing us to eliminate that, and have a stronger presences assisting our Student Workers.	09/13/2013			Short Term (1 to 3 yrs)	Medium	No	No		General Fund	pre-2011
44	Program Plan - RadTech	2-Classified Request	Clerical Assistant	Need an office assistant for help maintaining students records, contracts with facilities and other documentation needed to maintain accreditation.	Maintain State and National accreditation.	The work in the department is too intensive for just one person. There is student data entry, CPR-physicals-immunizations-fire cards-background/drug test-records, contracts with multiple facilities, confidentiality and HIPPA forms, verification of clinical requirements, acceptance letters, updating wait list, completing program requests/purchases. This does not include students coming into the department needing assistance or phone ringing. When the one person we have for support is ill or unable to come to work it makes matters worse.	09/05/2013	Fall 2013		This Year	High					

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45	Program Plan - RadTech	2-Classified Request	Clerical Assistant	We need an office assistant to help maintain records, data entry, and offer timely student support.	Increase RADT program retention. We have experienced higher attrition rates in the last 2 years.	The work in the department is too intensive for just one person. There is student data entry, CPR-physicals-immunizations-fire cards-background/drug test-records, contracts with multiple facilities, confidentiality and HIPPA forms, verification of clinical requirements, acceptance letters, updating wait list. This does not included students coming into the department needing assistance or phone ringing. When the one person we have for support is ill or unable to come to work it makes matters worse.	09/05/2013	Fall 2013		This Year	High					
46	Program Plan - Reg & Records	2-Classified Request	Streamline Processes for improved student service - WHAT CLASSIFICATION? A&R ASST?	Add classified personnel to support unstable office staffing due to complications such as Family Medical Leave, Workman's Compensation, dependence on Provisional employees and student workers.	Respond to the needs of our students by updating/improving internal processes, locations, staffing levels. Timelines for Grad Application processing and diploma delivery. Pre-requisite clearance process change. HS@MC registration processes. Student portal transcript request process.	Missing grad processing deadlines, missing transcript production deadlines, Veteran's backlog related to debt letters, GE certification backlog, and the recent admissions and residency determination backlog we have experienced are good examples of the rationale for adding classified personnel. Another example: Moorpark College serves 15,000 students. We offer 9 intercollegiate sports which include Men & Women's Basketball, Women's Cross Country, Football, Men & Women's Soccer, Softball, Women's Track & Field, and Men & Women's Volleyball. Los Angeles Pierce College serves 14,000 students. They offer 10 intercollegiate sports which include Baseball, Men & Women's Basketball, Football, Women's Soccer, Softball, Men & Women's Swimming & Diving, Men's Tennis, Men & Women's Volleyball, and Women's Water Polo. Moorpark has one eligibility clerk serving all sports while LA Pierce currently has three eligibility clerks sharing all of their sports.	09/04/2013	Summer 2014		Short Term (1 to 3 yrs)						

Classified Hiring
2013/14

ID #	Unit Name	Category	Position Title	Action/Resource Needed	Opportunity Desc	RATIONALE	Action Last Modified Date	Target Semester	Notes (optional)	Short/Long Term Plan?	Priority	Replace Item?	Advisory Group Rec?	Aggregate Cost	Funding Source	Original Request Year
47	Program Plan - Reg & Records	2-Classified Request	Student Services Assitant I	Need Student Service 1 Classified Employee to help process students in the central atrium of Fountain Hall.	Respond to the needs of our students by updating/improving internal processes, locations, staffing levels. Timelines for Grad Application processing and diploma delivery. Pre-requisite clearance process change. HS@MC registration processes. Student portal transcript request process.	A centrally located classified staff is needed to answer basic student services questions and assist with completing forms. This will help free-up department specific staff to assist with more details questions and functions.	09/04/2013	Fall 2014		Short Term (1 to 3 yrs)		No				
48	Program Plan - Theater Arts	2-Classified Request	costume storage - WHAT CLASSIFICATION?	A 40% classified employee to manage this resource	Our costume storage is continually a mess. We need to hire a FT/PT/provisional/hourly/student(s) employee to organize, catalogue and manage our stock.	Costume and Make-up faculty has been a huge contribution to the PAC. A FT or PT employee that supports this instructor would be essential in managing our stock room.	08/10/2013	Spring 2014		Short Term (1 to 3 yrs)	Medium	No	No		General Fund	pre-2011

Moorpark College

FISCAL PLANNING COMMITTEE

Classified Position Criteria 2013-14

- A. Mandates (legal and otherwise)
- B. Safety considerations
- C. College-wide needs
- D. Technical areas requiring special expertise
- E. Current staffing levels – versus Needs
- F. Supports program development
- G. Implications of not funding the position(s)
- H. Supports community needs
- I. Needs not met adequately by seasonal personnel
- J. Relationship to college program plan, master plan, mission, and the three strategic directions

**CLASSIFIED PRIORITIZATION RANKING SHEET
2013-14**

ID.	DEPT./PROGRAM	POSITION REQUESTED	CRITERIA										RANKING			
			A	B	C	D	E	F	G	H	I	J	High 5 pts.	Medium 3 pts.	Low 1 pt.	
43	Program Plan - Performing Arts Ctr	Performing Arts Center Technician I														
44	Program Plan - RadTech	Clerical Assistant														
45	Program Plan - RadTech	Clerical Assistant														
46	Program Plan - Reg & Records	Streamline Processes for improved student service - WHAT CLASSIFICATION? A&R ASST?														
47	Program Plan - Reg & Records	Student Services Assitant I														
48	Program Plan - Theater Arts	costume storage - WHAT CLASSIFICATION?														

FPC Signature

Date

FOR VP USE ONLY Committee Member #
