

Moorpark College

2011-12 PROGRAM PLAN

HUMAN RESOURCES REQUESTS - CLASSIFIED

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Est. Cost	Comments
ACCESS							
	1	1 Test Proctor	ACCESS/Student Life	this position is currently being managed by one full-time student service specialist. There is no backup. With the college offering classes more than 75 hours weekly, student needs cannot be accommodated by one person.		\$90,000.00	
	2	2 Alt Media Specialist	ACCESS/Student Life	More ACCESS students qualify for alternative media, and we need this position so the books can be ordered or recorded in a timely fashion. We have not had any one in this position for several years.		\$90,000.00	
Animal Science/EATM/Zoo							
	3	1 F/T Clerical Asst	ATZ/EATM	Due to budget short falls and Division reorganizations the 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.		\$60,000.00	
Ast/Engr/PhSc/Phys							
	4	1 Observatory Tech (<50%)	Ast/Engr/Phys	Assist faculty in the maintenance of the observatory equipment and facilities.		\$30,000.00	
CalWorks							
	5	1 Student Services Assistant II	CalWorks	A 50% position dedicated to working with CalWorks in order to increase the students being served and better meet the needs of students on a consistent basis.This could be a shared position with another Student Service.		\$40,000.00	

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Career/Transfer Center							
	6	1 Counselor Assistant		Assist the one FT faculty in serving as a resource			
	7	2 Student Services Assistant 1	Career/Transfer	Support the 4 Career Transfer Center programs (Career, Transfer, Cooperative Work Experience, Honors) and not rely on student workers			
Child Development							
	8	1 CD Associates	CDC	Maintain staffing levels in the demonstration classrooms to meet QRIS, professional and ethical responsibilities to train students to promote child development and school readiness			
Counseling							
	9	1 Counseling/Student Life		Several hundred phone calls and walk in questions are rec'd each week. Several thousand transcripts need to be filed and copied each year. We currently have 1 clerical support.			
Digital and Media Arts							
	10	1 Instructional Lab technician	Digital and Media Arts	Lab Tech needed to manage the five computer labs (130 computers) 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 the facilities.			

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Distance Education							
	11	1 Distance Education / 122		In order to increase student understanding of Distance Education requirements and improve student retention and success in Distance Education, this staff person would provide workshops on student success in DE, provide support documents to students and faculty, and answer phone and email queries from students. This would be a 100%, 10 month per year employee, whose work week would include evening hours and weekends.			
EOPS							
	12	1 Student Services Assistant	EOPS	A single individual dedicated to serving the EOPS population (current staffing consists of two 30% individuals)			
Information Technology							
	13	1 Information Tech Support Specialist III	IT	Computer inventory continues to grow, and there are 2 more buildings that will need support. Work order submissions at already 10% higher than last year, with only 75% of the year completed. Service will be heavily impacted with continued growth without an increase in staff.		\$70,000.00	
Music							
	14	1 Music Librarian / Clerical Assistant	Music	To maintain music sheets and resources, in addition to clerical duties			
Nursing							
	15	1 Full-time Instructional Assistant RN - Skills Lab RN	Health Sciences/Life Sciences	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.		\$65,000.00	

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Outreach & Admissions							
	16	1 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.			
Performing Arts Center							
	17	1 Theater/Shop Technician	Performing Arts request , supported by Theater, Music, and Dance	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 Performing Arts.			
	18	3 Costume/Makeup Specialist	Performing Arts request , supported by Theater and Dance	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 supervise Theatre Arts tech students. This request is supported by the Theater, Dance, and Music departments.			
Registration & Records							
	19	1 Student Service Specialist	Enrollment Services	To support technical needs, including MIS, CAPP (or Degree Works), CCCApply, ETran, website mainenance□ Level 250		\$43,500.00	

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Student Health Services

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1 Registered Nurse - 10 month, FT

Student Health Services

To replace two part time RN's who are professional experts - this is not an appropriate classification.