

Moorpark College

2011-12 PROGRAM PLAN

HUMAN RESOURCES REQUESTS - CLASSIFIED

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Program	Priority	Position Title	Location/Dept	Brief Synopsis	Strategic Objective	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	
	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	
Animal Science/EATM/Zoo							
Anthropology	4	1 Instructional Lab Tech	Biology/Biotech/Anthropology	Duplicate request with Biology. 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 lack of additional technician time to assist in preparation of cultures/reagents for the course.		\$75,000.00	

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Ast/Engr/PhSc/Phys	5	1 Observatory Tech (<50%)	Ast/Engr/Phys	Assist faculty in the maintenance of the observatory equipment and facilities.		\$30,000.00	
Athletics/PE/HED	6	1 Janitor	PE/Athletics	More janitorial time for deeper cleaning, especially floors and mat surfaces			
Biological Sciences	7	1 Instructional Lab Tech		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 lack of enough technician time to assist in preparation of additional cultures/reagents.			
CalWorks	8	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	
Career/Transfer Center	9	1 Counselor Assistant		Assist the one FT faculty in serving as a resource			
	10	2 Student Services Assistant I	Career/Transfer	Support the 4 Career Transfer Center programs (Career, Transfer, Cooperative Work Experience, Honors) and not rely on student workers			
Child Development	11	1 CD Associates	CDC	Maintain staffing levels in the demonstration classrooms to meet GRIS, professional and ethical responsibilities to train students to promote child development and school readiness			

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Computer Information Systems							
Counseling	12	1 Instructional Lab Technician	CIS/Lab	Student needs are not necessarily being met effectively.			
	13	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.			
Custodial	14	1 Lead Custodian	M&O	Required for level 2 appearance with building area in one year.		\$67,160.00	
	15	2 Custodian	M&O	Required for level 2 appearance with building area in one year.		\$53,952.00	
Dance							
	16	1 Theater Manager/Technical Director		Dance supports the PAC's request for this position			
	17	2 Theater/Shop Technician		Dance supports the PAC's request for this position			
	18	3 Costume/Makeup Specialist		Dance supports the PAC's request for this position			
Digital and Media Arts							
	19	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							
	20	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.			
Economics							
	21	1 AA1	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.			
	22	2 Technical Assistant	College wide.	Help in technical support is critical as our use of technology increases & we need to support student needs.			
EOPS							
	23	1 Student Services Assistant	EOPS	A single individual dedicated to serving the EOPS population (current staffing consists of two 30% individuals)			
Facilities							
	24	1 Asst. Director of Facilities	FM&O	Management position to assist with daily activities, project management and planning duties		\$100,000.00	

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Grounds	25	1 Grounds Maintenance worker		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. We currently have gained two new buildings with approx. 2 acres of intense high maintenance landscape. Another half acre of intense landscape maintenance will be added when the new EATM facility is completed. Due to recent cutback the grounds department lost one grounds worker leaving a total of 8 grounds staff. By increasing the staff to 10, we will be able to properly maintain the campus landscape, provide the necessary service and meet the grounds department goals of creating a aesthetically pleasing environment for everyone to enjoy.		\$55,000.00	<i>Old Version do not use</i>
	26	2 Grounds Maintenance worker		do to increased buildings and grounds. As part of the increased staffing to maintained the more than 2 acres of newly acquired intense landscape maintenance.		\$55,000.00	
	27	3 Athletic Specialist		to maintain golf center and help improve athletic field playing conditions and facilities. By gaining this position it will allow Moorpark College to free up a grounds workers to work in other areas of the campus where help is much needed due to the newly aquired landscape. An Athletic Specialist will provide us an experienced person with a background in maintaining turf and athletic fields to improve our athletic field and facilities. Improved field conditions and facilities will attract better athletes and create a strong and consistent athletic program.		\$61,000.00	

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Information Technology							
	28	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	
Journalism							
	29	Instructional lab technician	Jour/GR/MM/FTVM	A lab technician is needed to manage and maintain equipment, software and computers in the Journalism lab. As equipment and software becomes more expensive and technical, particularly with the push into multimedia journalism, a person with expertise in this field is needed more than ever. Additionally, equipment is more sophisticated and expensive and a classified staff member is needed to become expert in its use and to oversee student use and check-out. Checking equipment in and out with other programs is a possible interim fix, but that leaves the equipment unavailable to news students when it is needed, since the assignments of a journalist are not always known in advance. (Salary noted here is the portion to be charged to JOUR budget)		\$25,000.00	<i>Old Version do not use</i>
Maintenance							
	30	1 Electrician	M&O	The fastest growing maintenance area, in terms of service requests, is electrical		\$67,600.00	
Music							
	31	1 Music Librarian / Clerical Assistant	Music	To maintain music sheets and resources, in addition to clerical duties			
	32	2 Theater/Shop Technician	PAC	We support the PAC's request for this position			

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Nursing	33	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.		\$45,000.00	
Operations	34	1 Warehouse Operator	M & O	(Upgrade of Current Position) Required for current level of activity. Needed for increased efficacy and deverification in warehouse to better serve students and staff.		\$62,000.00	
Outreach & Admissions	35	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.			

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Performing Arts Center							
36	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.			
37	2	Theater Manager/Technical Director	Performing Arts request, supported by Theater, Music, and Dance	Paulette Cox, our current Theater Manager has expressed her intent to retire. We request to replace her when this occurs.			
38	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							
39	1	Student Service Specialist	Enrollment Services	To support technical needs, including MS, CAP (or Degree Works), CCCApply, Etron, website maintenance Level 250		\$43,500.00	

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Student Health Services							
	40	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.			
Teaching and Learning Center							
	41	1 Instructional Lab Tech II	Teaching and Learning Center / Learning resources	Center needs Inst Lab Tech II for technology driven system support, helping students with software, and also for clerical tasks such as keeping hand-outs stocked, assisting in tracking tutor hours, answering TLC phone, answering student questions, filing records, and other clerical tasks.			
Theatre Arts							
	42	1 Theater Manager/Technical Director		Paulette Cox, Theatre Mgr., has announced her intent to retire. This position will need to be filled asap.			
	43	2 Theater/Shop Technician		Theatre Arts supports the PAC's request for this position.			
	44	3 Costume/Makeup Specialist		Theatre Arts supports the PAC's request for this position.			

John Doe