



## **Guidelines and Criteria for Recommending Permanent New Classified Positions**

**Because of contractual differences, Classified Staff hiring procedures have some fundamental differences from Faculty hiring procedures.**

**Current classified positions that become vacant do not fall under the following process unless the supervisor determines that the position is no longer critical to the mission, strategic goals and educational master plan of the college.**

**Externally funded positions which are required under program/grant eligibility requirements are exempted from this process. These positions will be presented to shared governance bodies as information items only.**

### **Identification Process**

The process for recommending permanent new Classified positions is a collaborative one grounded in the shared governance process and starts with Division Deans, Department and/or Program managers, and departmental faculty or staff who identify the need for a new position. Each position forwarded needs to have a written justification, succinct and comprehensive, using the Classified Hiring/Position Justification Form.

### **College Budget Committee**

Using current fiscal information, the Budget Committee informs and makes overall recommendations on the number of positions that can be hired to the College Planning Council. Identification process will go forward even if no budget for hiring is expected to be available.

### **IPC-SSPC**

Early in the fall semester the IPC and SSPC together will develop the criteria to be used in prioritizing the positions.

### **Division/Department**

The first prioritization takes place at the Division/Department level, then the identified recommended prioritized positions are forwarded to a joint meeting of the Instructional Planning Council and the Student Services Planning Council.

### **Instructional Planning Council and Student Services Planning Council**

Recommendations for Classified positions are presented by the appropriate Dean, Program Manager or Vice President at the joint meeting of the Instructional Planning Council and the Student Services Planning Council for review. **If a special meeting of these two councils needs to be held for the timing of putting the requested positions forward, one will be scheduled.**

The result of this joint meeting will be a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization and how it aligns with the college's mission and strategic goals. The top ranking positions are then forwarded to the College Planning Council.

### **Classified Senate**

All requested Classified positions will be presented at the appropriate Classified Senate Meeting as information only.

### **College Planning Council**

The fully justified requests and prioritized list of new Classified positions will be presented to the College Planning Council. College Planning Council reviews the prioritized list and makes a recommendation to the President. College Planning Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

### **The President**

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Planning Council. If the President's decision varies from the recommended positions, he/she will formally present to the College Planning Council the rationale behind his or her final decision.



## New Classified Hiring/Position Justification

**Hiring Division/Department:** Kinesiology, Athletics,  
Dance **Position Title:** Classified  
Manager/Operations

---

### Classification

Position type: Permanent x Full Time 100 # of months 12  
Part Time        % of Full Time        # of months       

Position: General Funds x  
Allocation: External Funds\*        Expiration Date       

### Budget Information

A2024 Step        Annual Salary       

### **Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

#### Justification for Classified Manager

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

#### **1. Describe the specific needs for the position requested and the duties of this position in a brief statement.**

The need for a Director of Wellness and Planning are dire. The following are the most urgent needs:

- Coordinates multiple, intersecting special projects
- Understands the KAD via academics and program management
- Plan, organize, understand and interact with Capital Improvement Projects and Planning, campus facilities and public safety.
- Responsible for coordinating, managing, and developing college guidelines and procedures as it relates to front-facing, public-use college property.
- Extensive public contact and relationship building, (i.e., SamTrans, campus shuttle partners)

- Develop communications plans for college guidelines and procedures as it relates to the Wellness Center
- Coordinate with District staff to ensure continuity of new guidelines, policies, procedures
- Research, survey, report, propose, and implement new procedures as they relate to new educational programming and the Wellness center
- Create, from scratch, department/division structures.
- Ability to make high-level decisions within deadlines.
- Understand and coordinate program and curriculum building.
- Supervises of major projects and human resources
- Ability to create, manager and allocate department/division budgets
- Understanding of health and/or physical education
- Clear, concise and user-friendly knowledge of Participatory Governance
- The ability to work with the community and the District

**2. Explain how this position aligns with and supports the mission and strategic goals of the college.**

This position directly addresses our charge of “provides [our community](#) with a learning-centered environment” by ensuring our KAD (Kinesiology, Athletics and Dance) Division and the Wellness Center is supporting student success in every way. Under direction of someone who “understand[s] and appreciate[s] different points of view within a diverse community,” the Wellness and Center, and by extension, the KAD division will promote student success, community relations and foremost, organizational development. This position will maintain these goals though the convening District, division and campus updates regularly. Cañada is already a mainstay in the community. The new Wellness Center is going to, “transforming lives”, ensure “high academic standards” while fostering student life through program and athletic development. This position is vital to these standards and levels of effectiveness.

**3. Explain how adding this position will strengthen the department or division.**

Having the KAD division supported by a manager who knows not only facilities and capital improvement but the classroom as well is a must. As KAD grows, this position will use knowledge and skill to communicate effectively with both the academic and student service entities on campus. This position should be able to establish internal and external consensus and bring together divergent groups, building teams, and creating an environment that supports innovation and risk taking.

**4. Explain how this work will be accomplished if the position is not filled.**

Due to the magnitude of the task at hand, without this position, bringing the Wellness Center online and establishing KAD as a full academic program, will not succeed. Currently, we are without this manager and the activities are at least one year behind. This position manages, not limited to, the following:

- Continuing construction of the Wellness Center
- Supporting curriculum development

- Coordination of new sports programs
- Establishing, managing auxiliary and enterprise entities based on District requirements
- Establishes and monitors fiscal operations, income and expenditures
- Researches, compiles data, prepares financial, statistical and other reports as will be needed
- Collaborating with the Vice Chancellor, Auxiliary Services & Enterprise Operations, on the development and production of marketing and communications programs directly related to Cañada and the Wellness Center and KAD program.
- Collaboration with District office and leadership regarding front-face projects related to the Wellness Center
- Exchanges information with the Athletic Director and KAD Division Director

And other duties that will arise as a new building and division are created

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

---

**This position has been reviewed by the department or division and is recommended for hiring.**

---

**Dean / Director / Hiring Supervisor**

**Date**