



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: VPSS/SparkPoint **Position Title:** Program Services Coordinator

Classification

Position type: Permanent X Full Time X # of months 12
Part Time _____ % of Full Time _____ # of months _____

Position: General Funds X
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 60 Step 27 Annual Salary \$62,868.00

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.

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

Specific Needs

Under the direction of the Director of SparkPoint, the Dream Center Program Services Coordinator (PSC) will increase support for our AB540 and undocumented community. Additionally, based on the current political landscape and the growing needs of students, there is a need to align and streamline Dream Center staffing levels to those of our sister colleges' Dream Centers (Skyline has a F/T PSC and CSM has a combination F/T Retention Specialist & a portion of a F/T PSC). Therefore, to meet the growing student need, we are requesting a reclassification for this position from a 0.48FTE Staff Assistant to a 1.00FTE Program Services Coordinator.

Duties

The support the increased demand for services to our Dreamers, the PSC will:

- a) Provide culturally relevant and equity-minded student support services to AB540, undocumented, and DACAmented students and community members
 - b) Deliver culturally relevant trainings to create a climate of understanding throughout campus regarding the undocumented community
 - c) Partner with the Financial Aid Office to promote awareness and enrollment of state-level financial aid options for Dreamer students
 - d) Increase enrollment of AB540 students through partnerships with High Schools and Adult Schools (including increasing access and transfer under SB 68/ expanded AB540)
 - e) Provide up-to-date information and regular communication with undocumented community
 - f) Oversee Legal Clinic weekly operations including providing translations for clients as needed
 - g) Establishing strong campus and district-wide connections through the Dream Center Task Force and the SMCCCD Dream Centers Task Force
 - h) Create/Upkeep a network of undocumented community support
2. Explain how this position aligns with and supports the mission and strategic goals of the college.

This position **supports the college mission** by ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals, regardless of their immigration status. This position **aligns with the College's Strategic Goal #1** in that it provides student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals.

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

Strengthen Student Services: This position would directly lead to increased access to higher education for high-potential students who would otherwise not have a pathway toward certificate and degree attainment. Additionally, this position would serve as a resource for AB540 and undocumented students and allies seeking updates and resources in this rapidly changing and confusing political climate.

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

If not filled: Limited (and insufficient) resources would be available for our DREAMers and allies. Needed campus events (workshops, presentations, resources, guest speakers) would not be offered. We anticipate rapid staff turnover as qualified staff seek permanent and full-time positions at neighboring institutions with developing Dream Centers (The previous part-time short-term staff transitioned after only seven months in her role.) Additionally, we may soon be prevented from re-hiring this short-term staff member because we will exceed the number of semesters that we can request a short-term for this position.

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